

William Lee-Wagner

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Seeking an accounting or analyst position at a growing company,
bringing the following skills, experience, and attributes:

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Knowledge of Accounts Payable, union and non-union California payroll law, and basic accounting principles
Experience in developing Microsoft Excel and Access applications with VBA to help automate a small office
Taking classes in accounting and programming to increase my skill set

Work Experience

- Accounts Payable/Data Management**, Crane Pest Control – San Francisco, CA Nov. 2011 – Present
- Processed and managed Accounts Payable check requests, monthly inventory, and truck fleet data
 - Analyzed and reconciled expenses for this subsidiary of a public company (Rollins, Inc.)
 - Increased office efficiency by designing complex automated Excel UserForms with VBA
 - Programmed to validate and track data to improve data entry and accounting accuracy
 - Responded to user input to improve usability of forms
 - Designed an Access application with SQL to track and query employee data
- Accounts Receivable Technician (temp)**, Case Central – San Francisco, CA Sept. 2011 – Nov. 2011
- Accounts Receivable and Payable data entry and light analysis
- Junior Payroll Coordinator**, CAPS Universal Payroll – Culver City, CA July 2010 – June 2011
- First learned, and then explained to clients, union contracts and non-union wage and hour laws
 - Acted as single point of contact for 30 client production companies in the entertainment industry
 - Coordinated with clients and data entry to ensure payroll was accurately processed within 48 hours
- Production Manager**, *The Tulane Hullabaloo* – New Orleans, LA Aug. 2007 – April 2010
- Led and trained a team of 12 editors and photographers to produce a weekly newspaper on a deadline
 - Designed weekly news section and implemented a major redesign of the paper
 - Wrote and copy edited news and opinion stories
- Planning Intern**, City of Redondo Beach Planning Dept. – Redondo Beach, CA May 2008 – Aug. 2008
- Worked with planners for historical research and basic professional and clerical duties
 - Assisted general public by learning zoning law to answer basic questions
- Assistant in law office**, Biesty, Garretty and Wagner (no relation) – Los Angeles, CA June 2007 – Aug. 2007
- Directed visiting clients, coordinated with hospitals for medical documents, organized files

Education

Bachelor of Science in Economics with minor in Urban Studies
Tulane University ♦ New Orleans, LA ♦ Aug. 2007 – May 2010
Graduated in three years with 3.03 GPA

Currently taking Java and MySQL classes
City College of San Francisco ♦ San Francisco ♦ Aug. 2012 – Present

Skills

- Advanced:** **Professional Programs:** Microsoft Excel
- Intermediate:** **Fields:** Accounts Payable, Union and Non-Union California Payroll
Professional Programs: Microsoft VBA, Access, Word
Design Programs: Inkscape, Adobe InDesign
- Beginner:** **Fields:** Accounting
Programming Languages: MySQL, VB.NET, Java, HTML/CSS/JavaScript