

### Highlights

- Income Tax Preparation
- Proficient Multi-tasking
- Sage 50
- QuickBooks Pro-Advisor
- Notary
- Bookkeeper
- Preparation
- Payroll Expert
- Problem Solving
- Budget Preparation & Planning

### Work Experience

CMW Tax Services West Frankfort, IL

**Enrolled Agent/Tax Preparer/Bookkeeper – Owner**

- Enrolled Agent
- Prepared tax returns for Non-for-profit, Individuals and Small Businesses
- Received my AFSP for 2020
- QuickBooks Pro-advisor – provides training and bookkeeping services
- Payroll Services
- Bookkeeping

City of Orient Orient, IL

**Alderman** **Current**

**City Clerk (Part-time)** 10/14 to 08/16

- Administrative duties for City of Orient, including attending City Council Meetings.
- Revamped City records and files for more accurate tracking
- Serve as the City's Elections Officer by supervising the issuance and verification of nomination papers, providing information to candidates, and ensuring timely filings as required by the Elections Code.
- Overhauled all City ordinances. Provided all Council Members with updated ordinances to better maintain city.
- Created a City website, enabling all citizens access to City documents and council meeting information.
- Researched grants for funds to build a City park. Formed a Park Committee and as Committee Chair built a new City Park.
- Researched City Properties and obtained deeds and accurate records as well as developed a new tracking method.

Williamson County Special Education District Marion, IL

**Accounting Supervisor**

10/04 to 05/11

- Revamped reporting processes and purchasing system.
- Developed and maintained a 19M budget for District. Prepared cash flow projections, reviewed, and planned cash outflow.
- Processed month-end close on accounting system and created related journal entries.
- Supervised payroll department for unionized payroll for 400 employees, accounts payable, and purchasing.
- Calculated taxes and filed tax related returns and deposits. Annual reconciliation of W-2's and reporting.
- Overhauled Retirement tracking and calculation system into a new streamlined automated system for more accurate reporting to employees.
- Collaborated with senior management to accurately forecast and report on financial status of school.

Scholle Corporation Elmhurst, IL

**Payroll Administrator**

03/03 to 09/04

- Slashed payroll costs by eliminating redundant processes.
- Processed payroll and garnishments for 1,200 employees using ADP PCPW for Windows Also processed annual W-2 and 1099 reconciliations.
- Submitted 401(k) and EDCP payroll data to 3<sup>rd</sup> party administrator.
- Addressed and handled all payroll inquiries for 8 locations.
- Designed extensive reports using ReportSmith for management to track and predict payroll expenses.

TravelCLICK, Inc.

Schaumburg, IL  
02/02 to 01/03

**Payroll & General Accounting Clerk**

- Negotiated discount with Payroll Provider and slashed costs by eliminating redundant processes.
- Processed semi-monthly payroll for 250 employees using ADP PCPW for Windows, including 401(k) payments.
- Maintained and processed commissions using Microsoft Access & Excel for sales force.
- Compiled employee leave balances for all employees and provided reports to management.
- Created and tracked wire transfers for all Int'l employees and contractors.

Related Payroll Services (RPS)

Oak Brook, IL  
2/00 to 2/02

**Conversion Services Supervisor**

- Supervised seven employees. Provided training to newly hired and existing employees.
- Developed department training manual and new procedures.
- Facilitated department and one-on-one meetings.
- Tracked all Client set ups daily, assign them to conversion employees.
- Led processing for difficult Client setups.
- Provided reports to the Sales force to track the status of their Clients.

Bay Resources, Inc.

St. Petersburg, FL  
6/97 to 01/00

**Human Resources Manager**

- Executed all Human Resource functions including applicant tracking, interviewing, employment verifications drug testing, employee relations, garnishments.
- Slashed payroll costs by \$75,000 annual with implementation of a new benefit program.
- Supervised Payroll and file Clerks working with ADP PCPW for windows and E-time. Also created journal entries for accounting department.
- Developed budget for payroll expenses for Department Management as well as Executives.
- Workmen's Compensation claims, billing, auditing.

Nesco Service Company

Tampa, FL  
11/93 to 5/97

**Computer Operator and Technical Support**

- Processed payroll for all of employment services staff.
- Maintained accounting procedures and prepared month-end reports.
- Assisted in processing of accounts payable.
- Provided technical support for 50 locations and installation of software and hardware.
- Operator of AS/400-Advanced 36 and S/36-5360. Maintained and repaired PC's.

**Computer Skills:** Proficient in MS Word, Access, and Excel. Quickbooks Pro-Advisor, Tax-act Professional, website design and maintenance. Sage 50

**Seminars:** Multiple seminars from CPAAcademy.org on various accounting, taxes and bookkeeping.  
ETHICS  
QuickBooks training  
Sage 50 Training  
Freedom of Information Act (FIOA)  
Open Meetings Act