

**(Name) Street  
City, State Zip  
Phone  
E-mail**

### **OBJECTIVE**

A career growth oriented position in Project Accounting where 7 years of experience will help promote company objectives.

### **PROFESSIONAL HISTORY**

**(Name of Company)**

**(Dates worked)**

Construction Company specializing in retrofit of underground fuel tanks. Revenue grew from \$1.5M in 1996 to current \$7M. Responsible for information systems management, multi-state sales and use tax and payroll.

PROJECT ACCOUNTANT - Managed accounting staff of up to nine. Directed all financial reporting and accounting for multiple construction projects utilizing Oracle accounting software.

- **21% decrease in direct cost** --designed and implemented new marketing concepts.
- **17% increase in profit margin** -- through in-depth financial analysis and material price negotiation.
- Upgraded project workflow and quality control by implementing job-costing system
- Migrated accounting system from QuickBooks through Timberline to Oracle Financials.

**(Name of Company)**

**(Dates worked)**

Private practice that focused on information systems analysis, business taxation, and accounting. Clients included a wide range of businesses including for-profit, not-for-profit and governmental agencies.

BUSINESS CONSULTANT - Determined business needs and requirements. Involved in the application development life cycle, including analysis, synthesis, implementation and post implementation testing.

- Developed business requirements, designed, installed and tested client/server system utilizing Timberline software for a large regional home builder.
- Developed learning model and curricula for Urban Development Center, a provider of adult learning in literacy and job skills.
- Evaluated software alternatives in light of program objectives and selected best fit. Qualified program for commercial partnerships with three major employers.
- Asked by corporate counsel to come to aid of a business over one year behind in accounting and tax filing; brought company current and cleared all disputes with IRS in six months
- Lead developer of *Handyman 2000*, website/directory of home repair professionals, rolling out nationally.

**(Name of Company)**

**(Dates worked)**

CONTRACT CONSULTANT

Performed accounting, consulting and strategic MIS projects.

- **\$20M increase in revenues** for home builder -- developed interactive self-service web site.
- Performed operational audits to evaluate business system effectiveness and goal achievement.

### **EDUCATION**

BBA-- Accounting Major

**(SCHOOL)**

MBA-- Information Systems

**(SCHOOL)**

### **TECHNICAL SKILLS**

Fluent in using MS-Office Suite, MS-Project98, MS-FrontPage98, Tax and Accounting software, Web design, HTML, VBScript and VB6.0, MS-DOS, Windows, and UNIX OS

Database design using Access, FoxPro, DB II and Oracle. Database query using SQL and PL/SQL.