



Qualifications Summary

Creative problem-solver who supports the company in meeting both financial and quality goals through organization, strategic planning, comprehensive procedures, and supervision. Motivated professional who excels in handling diverse tasks and multiple projects.

Professional Experience

April 2010 – June 2011 / May 2005-October 2008 Arizona Stone & Architectural Products NV, LLC. Las Vegas, NV
Branch Manager / Office Manager

Direct supervision of office and showroom sales staff, yard, and delivery workforce. Manage all accounting, including accounts payable and oversight of accounts receivable. Balancing of corporate bank account including review and entry of merchant account transactions and fees. Responsible for chart of accounts and fixed assets. Prepare bi-weekly payroll and review quarterly payroll reports. Complete monthly sales tax returns, modified business tax, business license tax forms, and annual county property tax recording. Coordinate with outside accountants and auditors as necessary.

Provide support to staff members in order entry, cash handling, arranging local delivery, and showroom sales. Assist staff with IT issues including set-up of e-mail accounts, software installation, QuickBooks Enterprise troubleshooting and training. Update corporate software as needed and coordinate with outside technical support.

Daily purchasing responsibilities to maintain large stocked inventory and custom orders. Coordinate with factories and suppliers to facilitate lead times. Arrange trucking for incoming material. Review of stock levels, entry and upkeep of inventory items. Purchase company supplies. Design and maintenance of pricing lists for all products. Provide human resource functions including: processing new hire paperwork, management of benefits plans, workers compensation, and unemployment claims. Create written employee policies and maintain employee files.

Completion of multiple marketing projects including design and implementation of corporate website, creation and maintenance of showroom photo books, creation of showroom DVD galleries, and construction of sales CD-Rom.

Provide excellent customer support to resolve issues and strengthen relations.

July 2009 – April 2010 Shoptech Industrial Software Las Vegas, NV
Technical Support Specialist

Provide customer support through telephone, e-mail, and Web-ex communication. Assist customers with technical issues related to software performance, set-up and use. Provide accounting support to advise customers on entering transactions, balancing accounts, and preparation of financial statements. Assist customers in designing a strategy to tailor the Shoptech Software product to fit the needs of their facility for estimating, order processing, purchasing, inventory, cost analysis and accounting. Support customers with SQL server software installation, SQL statements to address data changes, and Crystal Reports modifications on standard E2 Shoptech reports.

Prepare internal help documents to distribute for common problems. Work with other employees to troubleshoot reported problems and design solutions.

October 2008 – June 2009 StoneWall Manufacturing, LLC. Henderson, NV
Assistant Controller

Manage all manufacturing plant accounting, and coordinate with CFO located in Colorado. Responsible for accounts payable, accounts receivable, balancing of corporate bank accounts, chart of accounts and fixed assets. Prepare bi-monthly payroll and review reports. Create operations, production, and marketing budgets for investor review. Complete monthly sales and use tax returns, business license tax forms, and annual county property tax recording. Perform physical audit of prior accounts payable and human resource records.

Purchasing of R&D and production components, marketing materials, and office supplies. Create production component and fixed asset lists with photo documentation.

Work closely with sales team to provide customers with excellent service in ordering product, sample requests, and marketing materials.

Product management; including design of “KwikStone” logo, product labeling, and product information sheets. Research competing products and compose cost and benefit comparisons. Creation of wholesale and MSRP price lists. Design new company business cards.



Assistant Controller - continued

Design and maintenance of kwikstone.com website. Design and purchasing of materials for the International Builders Show including creation of product catalog, project showcase binders, booth banners, and promotional items. Assist staff with IT issues including set-up of e-mail accounts, software installation, QuickBooks, anti-virus, CRM applications and training.

1999- 2005 Computer Integrated Machining, Inc.

Santee, CA

Operations Manager

Installation, maintenance, and training of ERP software. Design and control of product, fixture, and raw material inventories. Management of all accounting, including accounts payable/receivable, purchasing, and reporting. Direct supervision of office staff and joint supervision of manufacturing personnel.

Responsible for designing and documenting ISO compliant processes, procedures, and forms. Creation of employee handbook and policy memorandum. Design of custom inspection forms for complex production projects including digital photo documentation and detailed work instructions. Researching of materials and subcontractors to provide cost-effective, quality-driven results. Communication with customers to ensure their quality standards are achieved and deadlines are met.

Oversight of marketing plan including design and implementation of web site. Organization of advertising campaigns emphasizing exotic metal expertise and specialized technologies. Design of company brochure and additional promotional materials.

Assisted in production management including scheduling of jobs for internal and external operations. Development of job binder system to ensure all relevant materials accompanies each job through all stages of production. Building and strengthening customer relationships.

1998-1999 Eduweb Internet Communications

San Diego, CA

Web Designer

Design and development of multiple web sites. Working directly with clients to create sites for promotional and e-commerce applications. Design of online courseware for training and continuing education. Creation of web site graphics and animations. Quality control checking of all designer's sites prior to launch.

1995-1999 Follet Corporation

San Diego, CA

Senior Accounting Clerk

Accounts receivable and sales reports, for textbook retail and distribution center. Supervision and merchandising of trade department. Creation of procedural forms. Training of corporate accounting software. Customer service interaction with students, faculty, and staff.

Education

1994 United States International University

London, England; Nairobi, Kenya; San Diego, CA

BA Cum Laude

Diversified Liberal Studies: Emphasis on English and Literature

1999 San Diego State University

San Diego, CA

MA coursework completed 3.85 GPA

Communications Department: Major in Television, Film, and New Media.

Coursework included: Advertising, Animation, Film, Marketing, Video, and Web Design.

Skills

Office and Manufacturing Management Applications including: Microsoft Office, E2 Shoptech ERP, Intuit QuickBooks Pro, QuickBooks Premier, QuickBooks Enterprise Wholesale and Manufacturing, Adobe Acrobat, Online credit card processing

Web and Print Design Technologies including: Macromedia Dreamweaver, Flash, Jasc Paintshop, Adobe Illustrator, Adobe Photoshop, HTML, MS Publisher, Digital Cameras & Camcorders

Computer software and hardware installation, training, troubleshooting, and repair.

Excellent written and oral communication skills for letter writing, polices/procedures, and presentations.