

EXPERIENCE

12/00 to present: Flint Ink Corporation, Ann Arbor, MI – Manufacturing Corp.

Financial Reporting Accountant/Analyst and Assistant Administrator of Hyperion Enterprise

- Consolidate, review and analyze monthly company-wide financial statements and consolidation entries
- Prepare monthly sales reports, operating statements, cash flows and intercompany reconciliations for North America, Europe, Asia/Pacific and Latin America
- Train employees on using Hyperion Enterprise; monitor company-wide loads into Hyperion Enterprise
- Quarterly, prepare Flint Ink benefit plans and US Census reports
- Perform acquisition analysis and follow-up

9/99 to 12/00: Comerica Bank, Detroit, MI – Collateral Analysis Department

Account Manager

- Approved advances against business customers' lines of credit
- Monitored and reviewed secured collateral on a daily basis
- Reviewed audits and made recommendations for improvement
- Monitored Analysts' work

8/96 to 9/99: Grant Thornton LLP, Southfield, MI – Public Accounting Firm

Auditor – In Charge

- Responsible for all facets of audit process from planning engagements to producing financial statements and audit report for public and non-public companies in various industries (i.e. Financial Services, Manufacturing, Not-for-Profit, Service, etc.)
- Trained and supervised staff; handled evaluations and gave performance reviews
- Performed agreed-upon procedures, compliance and internal control audits as well as reviews and compilations
- Coordinated and performed physical inventories
- Provided recommendations at end of audit to improve clients' accounting systems and processes

8/92 to 8/93: Harada Industry of America, Inc., Southfield, MI – Manufacturing Corp.

Cash/Banking Accountant

- Reconciled all cash, notes payable and accrued interest accounts
- Produced cash flow projections and monthly expense analyses
- Handled daily cash requirements including Yen purchases, payments and investments

12/88 to 7/92: University of Michigan Credit Union, Ann Arbor, MI – Financial Institution

Accountant

- Reconciled all general ledger accounts, ATM transactions and service center activity
- Prepared board and financial reports for month-end closing process
- Responsible for all aspects of employee payroll, payroll taxes and benefit plan administration
- Handled internal audit of various financial transactions

EDUCATION

University of Michigan – Dearborn; April 1996
BBA: Accounting Minor: French

PROFESSIONAL SKILLS & ASSOCIATIONS

Proficient in Spanish and French languages
Junior Achievement Volunteer; 1996-1999
Treasurer, Professional Accounting Society; 1995