

**Angela R. Gentile**  
**35 Hunters Run**  
**Jefferson, GA 30549**  
**770-601-1443**

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## **Summary of Qualifications**

- Self motivated professional with strong communication, presentation and interpersonal skills.
- Over 15 years of bookkeeping experience including processing payroll and accounts payable/receivable via QuickBooks.
- Creative, organized and enthusiastic; able to prioritize effectively to accomplish multiple tasks.
- Expertise in maintaining and enhancing an organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

## **Experience**

9/19-present	<p>Integrity Bookkeeping &amp; Business Solutions, Jefferson, GA <b>President</b> Bookkeeping and virtual assistant services to small businesses.</p>
5/07 – 9/19	<p>Staff Right, Flowery Branch, GA <b>Vice President</b> Maintains organization of staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; recommending changes. Full Charge Bookkeeper Reconcile bank balances; record general ledger entries Establish customer credit lines and set up credit accounts with vendors Secures revenue by verifying receipts; resolving discrepancies. Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments. Resolves payroll discrepancies by collecting and analyzing information. Maintains the work structure by updating job requirements and job descriptions for all positions. Prepares employees for assignments by establishing and conducting orientation and training programs. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; recommending, planning, and implementing pay structure revisions. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; obtaining, evaluating and determine benefit contract bids. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications. Maintains human resources staff by recruiting, selecting, orienting, and training employees. Maintains human resources staff job results by counseling and disciplining employees Contributes to team effort by accomplishing related results as needed.</p>

9/05 – 6/07	<p>Nexus Distribution, Lawrenceville, GA</p> <p><b>Account Manager</b></p> <p>Investigate and resolve customer concerns.  Maintained excellent customer relations and developed customer rapport.  Create and audit freight bills and handle freight issue resolution.  Report, monitor, and review daily inventory adjustments and changes.  Responsible for receiving inventory and generating daily shipping orders.</p>
1/04 – 7/05	<p>Bud Trayner Realty, P.A., Punta Gorda, FL</p> <p><b>Office Manager and Licensed Real Estate Agent</b></p> <p>Full charge processing of all accounts receivable and payable.  Manage all petty cash and office supply expense accounts.  Reconcile bank balances; record general ledger entries.  Generated cash management and P&amp;L reports.  Maintained excellent customer relations and developed customer rapport.  Maintains payroll information by collecting, calculating, and entering data.  Maintains historical records by designing a filing and retrieval system; keeping past and current records. Managed up to 10 rentals and listed and sold properties.</p>
1/04 – 6/04	<p><b>Secretary/Bookkeeper</b></p> <p>Developed and instituted accounting and filing system.  Accounts receivable/payable and general office duties.</p>
11/02 – 6/04	<p>Precision Quicktype Services, Port Charlotte, FL</p> <p><b>Business Owner</b></p> <p>Provided secretarial, bookkeeping and tax services to the community.  Greeted customers and directed all incoming phone calls.</p>
6/02 – 11/02	<p>Certified Refrigerant Services, Inc., Punta Gorda, FL</p> <p><b>Secretary</b></p> <p>Payroll, accounts receivable/payable, and performed general office duties.</p>
8/01 – 6/02	<p>Shield Security, Inc., Venice, FL</p> <p><b>Office Manager</b></p> <p>Payroll, accounts payable/receivable.  Managed building with 35 offices.  Greeted and directed customers for the entire building.</p>
6/98 – 8/01	<p>Ideal Homes, Inc., Punta Gorda, FL</p> <p><b>Secretary</b></p> <p>Accounts payable, greeted customers, scheduled home inspections, updated subcontractors insurance and general office duties.</p>

## Education and Licenses

2019	<b>Certified Bookkeeper</b> , American Institute of Professional Bookkeeper
2005	<b>Georgia Real Estate License-No longer active</b>
2004	Real Estate School, <b>Florida Real Estate License-No longer active</b> Ed Klopfer, Port Charlotte, FL
2003	Bachelors Degree, <b>Business Management</b> Hodges University, Fort Myers, FL