

MICHELLE CONSTANTINESCU

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Accounting consultant with over 20 years of accounting and bookkeeping experience in the manufacturing industry. Detail-oriented professional skilled in managing month-end close processes, financial reporting, audit preparation, and multiple priorities while maintaining accuracy and efficiency.

EXPERIENCE

Direct Chassis, LLC dba CIE Manufacturing | South Gate, CA

February 2012 – June 2026 | Accounting Consultant | Remote

Perform monthly closing procedures and prepare monthly reports

Review and post journal entries to the General Ledger

Help prepare annual budget, goodwill testing and margin reports

Generate and analyze monthly product margin reports

File and remit sales and excise taxes in compliance with state and federal regulations

Coordinate and support yearly internal and external audits

Assist and perform yearly inventory count

Assist with various projects and collaborate with various departments

Direct Chassis, LLC dba CIE Manufacturing | Houston, TX

February 2008 – January 2012 | Controller | On-site

Supervising Accounting Department

Communicate with affiliates, vendors, and customers

Post journal entries to the General Ledger

Prepare and audit financial statements

Perform monthly closing procedures and prepare monthly reports

Reconcile bank accounts, prepare budget reports and cost reports

Assist in yearly inventory count

Assist other departments with system troubleshooting

Process payroll, review and record expenses

Hissey, Kientz & Herron P.L.L.C | Houston, TX

Accounting clerk | September 2003-January 2008

Responsible for making deposits, bank reconciliation and assisting clients

Process payments by disbursing funds to clients

Review and determine in-house funds and future settlements for estates

Assist in reconciling the old IOLTA account and vendor accounts

Research past payments and closed cases

Update payment spreadsheet in Excel

Coordinate firm activities/ public relations

Hissey, Kientz & Herron P.L.L.C | Houston, TX

Paralegal | November 2000-August 2003

Assisted clients by phone or in person concerning case status

Reviewed and processed contracts which were date sensitive

Reviewed medical records and legal documents

Corresponded with defendants and attorneys by phone or in writing

Interacted with the probate, medical and accounting departments

COMPASS BANK | Kingwood, TX

Bank Teller | July 1999-August 2000

Performed open and close procedures

Assisted customers with transactions

Balanced the ATM and cash drawer and completed daily cash reports

EDUCATION

December 2002 | Bachelor of Business Administration in Finance | University of Houston

Minor: European Studies

August 2011| Lone Star College| The Woodlands, TX

Accounting Advanced Technical Certificate

August 2011| Lone Star College| The Woodlands, TX

CPA Exam Certificate

April 2025 | Virtual Assistant Savvy Program| On-line program

SKILLS

- QuickBooks online & QB Enterprise
- Infor Syteline ERP
- Microsoft Word, Outlook, Excel, Power Point
- Canva
- Zoom, Microsoft Teams
- Bookkeeping
- Exceptional communication
- Fluent in Romanian
- Multitasking, attention to detail
- Teamwork, critical thinking