

**RAELYNN R. DURNAM, C.B.**

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Bozeman, MT. 59718  
(406)581-1764

**EDUCATION:**

MBA: Working on Master's in Business Administration program at DeVry University. GPA 4.0

Certified Bookkeeper, The American Institute of Professional Bookkeepers.

Bachelor of Science, Business Administration/Accounting Option, Emphasis in Management  
(May 1989); GPA 3.75 Montana College of Mineral Science and Technology, Butte, MT.

**RELEVANT COURSE WORK:**

Intermediate Accounting	Auditing	Business Law
Advanced Accounting	Cost Accounting	Accounting Research
Governmental Accounting	Finance	Management
Word Processing	Personal Management	Economics
Tax Accounting	Certified Bookkeeper	Health & Nutrition

**EXPERIENCE:**

**Self-employed.** *June 2008-Present.* I currently I produce financial statements and manage payroll for a select client base on a monthly basis. I specialize in restaurant accounting I currently have six restaurant clients and am part owner in one.

**Bartender/Waitress.** Korner Klub, Bozeman, MT. *April 1994-August 1996. May 2001-Present.* Work in the bar and casino serving food and beverage in a prompt friendly manner in a high paced atmosphere.

**Waitress.** Open Range, Bozeman, MT. *October 2013-Present.* I serve food and beverages in a fine dining/casual atmosphere. The job requires a high level of multi-tasking and a knowledge of food and beverage internationally.

**Waitress.** Mint Bar & Café, Belgrade, MT. *August 2005-April 2013.* I serve food and beverages in a fine dining/casual atmosphere. The job requires a knowledge how food and wine complement one another.

**Certified Bookkeeper.** Coughlin, Henning Brink & Berger, CPA's, Bozeman, MT. *January 2003- June 2008.* I assisted several CPA's with monthly and yearly financial statements, payroll reports, bank reconciliations and corporate tax returns.

**Waitress/Manager.** East Side Diner, Bozeman, MT. *November 2000-February 2005.* In my position I was in charge of managing the crew and dealing with situations when the owner was away. I also did bank deposits, tracked sales, scheduled and trained employees.

**Dining Room Supervisor/Waitress.** Buck's T-4, Big Sky, MT. *December 1990-June 1993. December 1998-January 2002.* In charge of and training dining room waitresses, scheduling, balancing four cash draws and posting transactions to the appropriate accounts daily, rebuilding the cash draws for the next day and various other duties that needed to be done.

**Accountant/ Systems Director.** Dick Walter Auto Center, Bozeman, MT. *June 1992-April 1999.* My duties included managing accounts receivable, accounts payable, payroll and general ledger. I produced four financial statements per month. I also did all our back-ups and updates on four computer systems. I oversaw controls and access for each employee into the computer systems. I have attended several schools in Los Angeles that have trained to program bank and insurance contracts. I also learned how to troubleshoot problems in the computer systems. I processed the paperwork for titling vehicles, processed bank contracts, warranty claims, and credit life and disability contracts. I was responsible for making sure we were funded on our third-party car loans.