**PROFESSIONAL SUMMARY**

Results driven professional with 12 years’ experience in bookkeeping and payroll. I have worked on some tax returns in the past, but my experience in that field is limited. I also have 13 years of combined experience in management, human resources, and data analysis and reporting. Results oriented attitude with demonstrated proficiencies in brick-and-mortar and virtual environments, public relations, event-coordination, payroll, basic accounting, recruiting, MS Office, multiple brands, and written communication. Ability to work with a diversity of internal and external business partners to ensure success of company goals.

**CORE COMPETENCIES**

♦ Data Analysis

♦ Team Management

♦ Payroll

♦ MS Office

♦ Basic Accounting

♦ Self-motivated

♦ Quickbooks

♦ Quality Assurance

♦ Brand Management

♦ Recruiting and Onboarding

♦ Employee Relations

♦ Event Coordination

♦ Bookkeeping

♦ Keeper Client Management

♦ QBO

♦ Fleet Management

♦ Housing Management

♦ Quickbooks

♦ Quickbooks Bookkeeping Certified

**EMPLOYMENT HISTORY**

**12/2024-5/2025 REI ACCOUNTING SOLUTIONS Virtual**

**Account Manager/Operations Manager**

Reconciled to bank statements, prepare monthly financial statements, communicate with clients, prepare SOP videos and written instructions.  Posted to social media accounts as needed.  Pulled client bank statements.  Created working monthly templates in Keeper to ensure clients' needs were being met monthly. QBO Diagnostic reviews. Performed QBO cleanups to prepare clients for taxes.

**01/2020-12/2024 Chemoil Energy Services LLC Oklahoma City, OK**

***GL Accountant***

Manage and oversee housing for field employees. Creating company partnerships with hotels, booking hotels, managing company housing. Manage utilization of company housing. Fleet management – registering vehicles purchased, processing new purchase and sold unit paperwork. Gathering information for annual insurance renewal. Title work. Keep track of vehicle on GPS monitoring system and maintain vehicle files. Run accounting reports for month end close. Booked flights for employees.

**8/2016-01/2020 SMITH, CARNEY & CO. CPAS Ardmore, OK**

***Bookkeeper***

Processed Payroll

Processed payroll taxes weekly, monthly and quarterly

Reconciled to bank statements

Processed W2s and 1099s

Prepared Monthly Financials

Prepare simple tax returns

Enter income and expenses for oil & gas clients into Wolfpak

**1/2014-07/2016 ANGEL, JOHNSTON & BLASINGAME CPAS Chickasha, OK**

***Staff Accountant***

Processed Payroll

Processed payroll taxes weekly, monthly and quarterly

Reconciled to bank statements

Processed W2s and 1099s

Prepared Monthly Financials

Prepared Monthly Financials for Treasury Schools

**11/2013-01/2014 AMERICAN CANCER SOCIETY Oklahoma City, OK**

***Sr Data Specialist***

Data entry and coding of constituent funds. Research on events for coding.

**11/2000-08/2013 1800FLOWERS.COM Carle Place, NY**

***Reporting Analyst Virtual/Work-at-Home***

***2008-2013***

Generate reports to summarize business data. Distribute reports to Executive Leadership and Senior Management. Query data repositories. Generate periodic reports. Create complex spreadsheets to generate business index tools. Organize and manage collected data. Consult with business partners regarding data and reporting needs. Manage large data sets utilizing Excel, Word and SAS queries.

***Sales and Service /Brand Manager Ardmore, OK***

***2006-2008***

Manage 25-50 sales and service agents, work one-on-one with agents to ensure key business index targets achievement, worked with Bridge to ensure agents were receiving calls for which they were trained. Manage all brand related questions and concerns for multiple teams.

***HR Generalist Ardmore, OK***

***2002-2006***

Administer payroll for 350+ employees, oversee recruiting and on boarding for 3x per year ramp of up to 300 seasonal employees. Manage seasonal employee database for approximately 100 employees that worked during seasonal peaks. Advised return/end dates and review performance metrics.

***Quality Assurance Professional Ardmore, OK***

***2000-2002***

Monitor agent calls and coach to improve performance and attain key performance metrics. Facilitate calibration sessions with team and sales and service managers.

**EDUCATION**

* Murray State College, Associate Degree 2002
* Leadership Ardmore 2005
* Southeastern Oklahoma State University Bachelor of Business Administration 2019

**COMMUNITY RELATIONS**

* March of Dimes Board Member 2005-2009
* Relay for Life Company Chair 2001-2008
* Blood Drive Chair 2004-2007
* Community Relations Committee Member 2004-2008
* Secretary for Ardmore Elks Lodge #1906 2019-present