

# **Scott Marshall**

Landisville, PA 17538

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(330) 599-9317

## Leadership Skills

- Mentoring, Motivation, Training
- Presentation/speaking
- Strategic Planning
- Communication

## Office/Accounting Skills

- Bank, G/L, Schedule Reconciliation
- Management & Supervising
- General Ledger accounting
- G.A.A.P. Principles
- Typing (50 WPM)

## Software

- Quickbooks online accounting
- Microsoft Office
- Autosoft DMS
- Salesforce

## Technical

- Software Troubleshooting
- Management Experience
- Training & Development
- Computer Networking
- Project Management
- Data Analysis

## Softskills

- Help Desk Training and support
- Organizational Skills
- Time management
- Problem-Solving
- Adaptability

## Education

- **Youngstown State University CIS no degree-** Youngtown, Oh 1989-91
- **Woodrow Wilson High School diploma** Youngstown, oh 1984-87

## Certifications and Licenses

**Quickbooks Online ProAdvisor**  
August 2020

**Progressive Certifications in Accounting/Bookkeeping**

AccountingCoach.com

Philadelphia, PA

February 2016 to Present

**FinanceManagerTraining.com**  
Landisville, PA

April 2020 to May 2020

**H&R Block Tax prep course**

Boardman, OH

September 2004 to January 2005

**NADA Certified Office Manager Certification**

August, 2019

**NADA Sales Manager Certification**

March, 2020

## **Engaged Leader, Office Administration Trainer & Implementation Manager**

### Work Experience

#### **Dealer Coach**

Dealerwise Consulting Group & Bookkeeping - Landisville, PA

April 2020 to Present

- Address the needs of clients, presented to them solutions that will provide them with options to fulfill the needs of their people.
- Recommend and implement changes as needed to people, process, and procedures.
- Provided consulting and training services with the availability or a go to knowledge base for resources and solutions.
- Narrowed the employee knowledge gap to improve ability to complete tasks quicker in the ever changing landscape of business and management.

#### **Accounting/F&I Implementation, Bookkeeping, Consultant**

Autosoft Incorporated - West Middlesex, PA

January 2002 to April 2020

- Employed G.A.A.P general ledger code classification and other industry knowledge of internal controls, schedules, auditing, accounts payable, accounts receivable, payroll processing and preparation for year end w-2 and 1099s, government tax payments and 940-941 form filing & financial reporting, submitting financial statements to authorized entities in a timely manner.
- Implemented training and development across various teams and personnel at 75 + dealerships, focused on the use of our proprietary accounting and management software, to improve overall efficiency and effectiveness
- As a detail oriented, organized member of our team, I implemented my skills as an trainer to convey my knowledge to Controllers, Managers, Accountants, Bookkeeping personnel in dealerships who will be using our proprietary accounting and management DMS software.
- Reviewed accounting books and audited for accuracy, we created a plan for cleaning up the schedules, created easier to reconcile, well organized, schedules.
- Recorded progress on success and obstacles, updated our management on possible sore points to get additional assistance or prepare them for follow up and corrective action.
- Travel to and from clients as needed to accomplish tasks

#### **Tax Preparer (part time)**

H&R Block - Boardman, OH

January 2005 to April 2008

#### **Client Support Specialist**

Softek Software International - Youngstown, OH

March 2001 to January 2002

#### **Adult Basic Education Instructor (part time)**

Mahoning County Career & Training Center - Canfield, OH

August 1999 to February 2000

#### **Channel Representative - Retail Territory Manager**

Marketstar (Hewlett Packard, IBM, APC) - Salt Lake City, UT

August 1997 to January 2001

#### **Service Department Manager/ Road Service Dispatcher**

Meander Tire Truck Service Center

May 1992 to August 1997

### Links

<https://www.linkedin.com/company/dealerwise-consulting-group/>

<https://www.linkedin.com/in/scott-marshall-92026119/>

### Group Memberships

**Member of America Institute of Professional Bookkeepers AIPB.org**

**Member Financial Accounting and Standards Board (FASB)**

**Member American Payroll Association APA.org**

**Toast Master International <http://WWW.toastmasters.org>**