

Terry L. Keyfauver

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SUMMARY

Intuit Quickbooks certification and experience, high-performing, results driven leader and visionary with 39 years of experience advising senior leaders and federal government executives on improving efficiencies for organizational programs; delivering information technology products and services; and encouraging overall process and performance improvements.

SELECTED AREAS OF EXPERTISE

Quickbooks Certification • Quickbooks Experience (18 years) • Business Savy • Cross-cutting Collaborations • Performance and Process Improvements • Human Capital Management • Project and Program Management • Strategic Leadership and Executive Advising • Communication and Negotiation Skills • Budget Analysis and Financial Management • Quality Assurance and Control Management • Strategic Partnerships and Coalition Building • Procurement and Contract Management • Strategic Planning and Development • Business and Customer Assurance

PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS

Intuit Academy Bookkeeping Certification 3/20/2025 – Certificate attached.

Member of American Institute of Professional Bookkeepers

PROFESSIONAL EXPERIENCE

Touche Touchet Bakery, Columbia, MD

December 2006 – Present

- Maintain books for business, including recording daily sales receipts, paying vendor invoices, reconciling bank accounts, and invoicing customers, monitoring accounts receivable for timely payments and producing financial reports for budgeting and analysis.
- Onboard employees, including collecting banking information, payroll tax information, Government issued identification, and I-9 background information. Also, submit reports to the state Department of Labor, and perform E-Verify verification reporting.
- Run payroll every two weeks, including distributing pay stubs, managing payroll funds, and producing payroll reports for owner analysis. Also, review payroll hours for accuracy before running payroll.
- Pay sales taxes for business including paying income taxes and filing quarterly and annual reports to the IRS and state governments. Also, distributing W-2's at the end of the year.
- Produce business reports as needed for owner analysis including Profit and Loss, Balance Sheet, and Payroll.
- Manage business bank and other accounts including business checking, credit cards, and loan accounts.
- Work with Certified Public Accountant to prepare annual tax return including producing and reviewing reports, recording journal entries, and providing tax documents.

U.S. Census Bureau, Associate Director for Information Technology and Chief Information Officer, Application Development and Services Division (ADSD), Suitland, MD

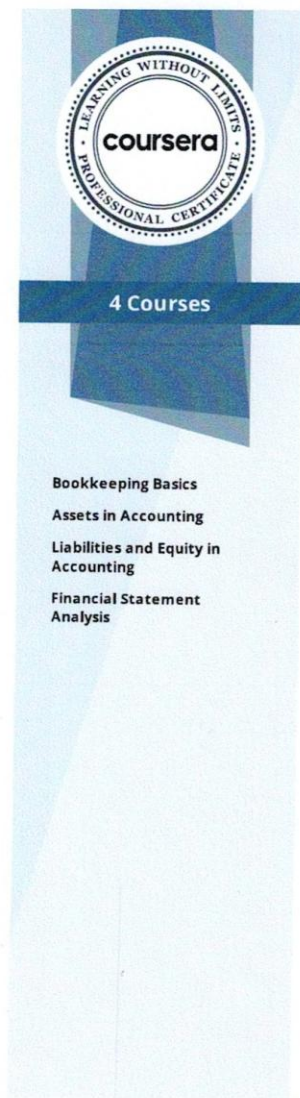
Assistant Division Chief for Enterprise Business Software Services December 2011- February 2025 (retired)

- Provides strategic leadership in support of meeting the US Census Bureau's mission and oversight for all issues related to the management and implementation of Enterprise Software Services and Applications, and Customer Support programs.
- Manages a \$10 million budget; supervises and lead a high-performing customer service driven management team consisting of five GS-14 IT Specialists; manages a highly-skilled and diverse staff of 70+ information technology personnel including federal employees and contractors supporting the US Census Bureau's headquarters and regional offices.
- Performs effective human capital management, establishes clear guidelines and performance expectations while heightening morale and inspiring commitment to supporting the US Census Bureau's survey and data collection mission.
- Plans, manages, directs, assesses, and executes comprehensive business and customer support programs encompassing: enterprise-wide collaborative software platform (SharePoint), SAS systems, enterprise-wide web services for www.census.gov, COTS software integration, and data management services.
- Results driven, exercises good judgment in structuring work and setting priorities, ensured that all tasks within my purview were completed timely and efficiently to ensure the operational integrity of my organization while supporting the broader goals and mission of the Bureau.
- Robust procurement and contract management experience includes: establishing budgets; conducting technical evaluations of proposals and making recommendations; defining metrics to negotiating and implementing Service Level Agreements (SLA) and Memorandum of Understandings (MOU).
- Proven ability as a coalition-builder, possesses the requisite knowledge of the big picture, a thorough understanding of the customer's needs and interests, awareness of the politics involved, a willingness to listen and reach compromise, and a desire to create foundations for lasting strategic partnerships.
- Setup SharePoint as a shared service and work to onboard two Department of Commerce offices. One of these offices consists of over 400 employees. Personally, spent a full year on site with the client ensuring the system was properly implemented to meet their requirements.

EDUCATION

Strayer University, B.S. Computer Information Systems, 1993, Arlington, VA

ATTACHMENTS



Mar 20, 2025

Terry Keyfauver

has successfully completed the online, non-credit Professional Certificate

Intuit Academy Bookkeeping

Whether you are starting out or looking for a career change, the Intuit Bookkeeping program prepares you for a variety of jobs in public accounting, private industry, government, and non-profit organizations. You've gained a foundational understanding of accounting principles and an introduction to QuickBooks Online through hands-on practice working with real-world accounting scenarios. Upon completion, you'll be ready to take the Intuit Academy Bookkeeping exam and can stand out for roles like Associate Bookkeeper at Intuit or anywhere in the field when you earn your Intuit Academy Bookkeeping Badge.

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

Verify this certificate at:
<https://coursera.org/verify/professional-cert/16EDV5DIIGQ7>

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