



**Platinum
Accounting
Services LLC**
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Skill Summary:

- Over 30 years experience in general accounting and management
- Experienced in all steps necessary to form a small business
- Planned and implemented major financial processes for non-profit organization
- Able to organize and adapt quickly to significant increases in workload having handled the accounting for the Cincinnati Red Cross response to the 1997 floods and 9/11 disasters

Experience:

Platinum Accounting Services, Cincinnati, Ohio: Owner

(January, 2009 - present) Specializing in small business accounting functions: bookkeeping, payroll, sales tax and IRS reporting, as well as personal and small business tax returns.

NgEK, Inc., Cincinnati, Ohio: Chief Financial Officer

(February, 2003 - present) Prepared and filed all legal documents required to form the company as an S Corporation. Responsible for all financial planning and record keeping for the company including project planning, financial statement preparation and budget/actual analysis. Perform all Human Relations functions including state filings and insurance oversight.

American Red Cross, Cincinnati, Ohio: Director of Accounting and Purchasing

(October, 1993 – December, 2003) Daily, monthly and annual management of accounting and purchasing functions. Responsible for the timeliness, accuracy and clarity of all accounting reports. Interact with service directors to ensure satisfaction and understanding of their respective budgets and accounting reports. Coordinate annual external audit activities between management, an external audit firm and a committee comprised of volunteers from the business community. Supervised a staff of 11 employees and volunteers that operate the accounting and purchasing functions for the Cincinnati Area Chapter. Coordinated the significantly larger staff necessary for processing the incoming donations and outgoing financial assistance associated with local disasters including the tornado in 1999 and the flood of 1997.

Project Team Leader: (January, 1996 – December, 2003) Coordinated and executed the planning, testing, development and staff training for the full system conversion of an obsolete IBM System 36 based financial package to deployment of the PC based JDEdwards *One World* software. Managed the outsourcing of an in-house payroll system to an outside vendor. Conducted product research, vendor selection, data conversion and process improvement.

Accounting Coordinator: (November, 1990 – October, 1993) Part-time position responsible for billing, accounts receivable, and inventory control while supervising a staff of 3 individuals. Coordinated all external audit activities for fiscal year end reporting.

Accounting Consultant: (June, 1984 – October, 1990) Part time, flexible hours to provide guidance as needed to management and staff regarding accounting matters. Assisted during peak times, at fiscal year end with the annual external audit and performed other audit and accounting assignments as required.

Accounting Specialist: (August, 1981 – June, 1984) General accounting duties including payroll processing, payroll tax filings and W-2 processing; monthly general ledger entry and reconciliation; inventory maintenance and invoicing for products and services.

Peabody Coal Company, Evansville, Indiana: Cost Accountant

(September, 1980 – May, 1981)

Education:

BS Business Administration 1980, Xavier University, Cincinnati, Ohio (Cum Laude)

Accelerated curriculum allowed for degree completion in 3 years.

Seton High School, 1977 Cincinnati, Ohio Graduated 5th in a class of 300 students.
