

[NAME REDACTED]

[ADDRESS REDACTED]
[PHONE REDACTED] | [EMAIL REDACTED] [LINKEDIN REDACTED]

PROFILE

Energetic & well-informed IT financial executive with extensive experience in entrepreneurship and accounting services. Passion for helping businesses achieve synergy & improve efficiency.

EDUCATION

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| Emory University | Atlanta, GA |
| <i>Masters in Business Administration</i> | 1982 - 1983 |
| University of Hull | Hull, England |
| <i>Bachelors of Sciences in Economics</i> | 1968 |

EXPERIENCE

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| [NAME REDACTED] Inc | Nashville, TN |
| <i>Owner</i> | 2011 – Present |

- Specialize in operational & Financial accounting and managing clients while preparing taxes and providing a technical overview of returns.
- Collaborated with business owners regarding financial reporting & cost accounting systems
- Implementation of accounting systems - Use analytical techniques & software such as Microsoft Excel worksheets to run various scenarios
- Worked with small businesses regarding accounting system setup and implementation. Managed accounting books using Quickbooks Software and Pro Series while also managing sales taxes.

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| Tennessee Secretary of State | Nashville, TN |
| <i>Compliance Auditor</i> | 2005 - 2011 |

Completed Regulatory and Compliance Audits. Worked as Compliance Auditor with the Division of Charitable Solicitations. Created a Database of over 9000 charities registered in Tennessee. Engaged in Compliance Registration and ensured non-profits complied with the law. Implemented a proprietary software system for daily business operations.

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| Tennessee Department of Environment & Conservation | Nashville, TN |
| <i>Internal Auditor</i> | 1982 – 1997 |

Researched controls to prevent waste, fraud, and abuse of taxpayer property. Worked with enterprise accounting platforms regarding state parks and resorts, totaling \$35m in revenue managed. Focused attention on resort properties were the focus of attention and audited controls over cash, inventory, food cost, and payroll and lead investigations.

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| State of Tennessee | Nashville, TN |
| <i>State Agency Auditor</i> | 1974 – 1982 |

Audited at the Tennessee Department of Revenue as a sales tax expert in various capacities. Collaborated with several different departments completing various tax and accounting services. Completed extensive research and implementation regarding sales tax laws.

PROFICIENCY IN:

Intuit Quickbooks • Proseries Tax Program • Financial Trading • Tax System Implementation

REFERENCES AVAILABLE UPON REQUEST