

# Jane Doe

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## EXPERIENCES

**IMS (Integrated Merchandising Systems (IMS))**, Morton Grove, IL February 2001 – Present  
~~Integrated Merchandising Systems (“IMS”)~~, an Omnicom Group Company, is a leading merchandising services agency. The main competencies of the company are POS and branded merchandise. Some of the main core clients are PepsiCo Beverages and Foods (PepsiCo, Frito Lay, Tropicana and Food Service Vend), Home Depot, Walgreens, Snapple Beverages Group and Diageo.

### **Staff Accountant**

- ♦ Supervising the account payable process and ensuring the work is ~~completed~~done properly and accurately.
- ♦ Reviewing accounts for proper classification of expenses.
- ♦ Preparing month-end closing to support client accounting related to prepaid, accrued liability and direct expenses.
- ♦ Maintaining accurate general ledger.
- ♦ Reviewing and verifying the accuracy and timeliness of production billings.
- ♦ Producing various monthly reports for clients (such as cross charge, freight and fulfillment, usage reports).
- ♦ Preparing Balance Sheet Reconciliation for various client accounts.
- ♦ Overseeing client gross margin.
- ♦ Other duties and projects assigned by the manager.

**Michael J. Cochrane, CPA and Associates**, Schaumburg, IL

(NOTE: add months here) 2000

Michael J. Cochrane, CPA and Associates is a ~~p~~Public ~~a~~Accounting ~~f~~Firm providing services in North Suburban Chicago. Their main services are ~~a~~Audit and ~~t~~Tax ~~p~~Preparation. Their main clients are Property Management of Homeowner Association. (NOTE: is this just one client then? If so, should read “their main client is ...”)

### **Auditor Intern**

- ♦ Identified and corrected erroneous expense postings to balance against general ledger and prepared adjusted journal entries for post-trial balance. Reconciled bank statements.
- ♦ ~~Responsible for p~~Preparation of Balance Sheet, Income Statement and Statement of Cash Flows.
- ♦ Provided assistance to produce state and corporate tax filings.

**CNA Reinsurance**, Chicago, IL

(NOTE: add months here) –1998 – 1999

CNA Reinsurance is a part of CNA Financial Corporation, ~~and~~ was (NOTE: why was? Are they closed down? If not, it should be “is”) a leading worldwide provider of property and casualty reinsurance. ~~The company has~~ wrote \$600 million in ~~M~~premiums.

### **Reinsurance Technician**

- ♦ Audited contracts and other documents to substantiate reinsurance treaty terms and conditions.
- ♦ Provided proactive client account status analysis.
- ♦ Assured current tracking of reinsurance data through timely update of financial data on processing system.
- ♦ Performed work activities to verify and reconcile client account statements.

**SMW Autoblok Corporation (as Account Temp)**, Wheeling, IL

(NOTE: no month is OK here because it's more than 5 years ago) 1997

SMW Autoblok is a worldwide company producing power chuck. They offer the finest automatic indexing chucks in the world which world, which are is very ideal to use in the automotive industry.

### **Accounts Receivable Coordinator**

- ♦ Applied account payments and adjustments in timely and accurate manner ensuring up-to-date A/R.
- ♦ Interacted with clients to research and resolve issues and inquiries related to cash application or adjustments.
- ♦ Performed successful relationship management to provide high-quality customer service.
- ♦ Put positive practices into place to control aging of accounts.

## EDUCATIONS

Bachelor of Business in Accounting, Western Illinois University, Macomb, IL – December 2000  
Master of Art in Economics, Western Illinois University, Macomb, IL – December 1997  
Bachelor of Business in Finance, Western Illinois University, Macomb, IL – December 1996

## COMPUTER SKILLS

- ♦ J. D. Edwards Business Application \_\_\_\_\_

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◆ Microsoft Expert User Specialist Certification in Excel

**COMMUNITY ACTIVITIES**

Tax Volunteer for Center for Law and Human Services – February 2002

**CERTIFICATION**

Conditioned CPA –November 2004