



Untapped Potential Inc.

*Barbara B. Candidate for:
Controller / Accounting / Finance*

WORK EXPERIENCE

EDWARDS SYSTEM TECHNOLOGIES (GE), Cheshire, CT (3 years)

Controller

Supervised and managed operations for divisional accounting units of Safety and Security Products Manufacturer. Consolidated domestic and foreign operating results for reporting to corporate office. Supported intra-divisional units at off-site locations. Improved general ledger chart of account definitions and internal policies, procedures and controls. Supplied tax submission input to corporate level.

CONDOR TECHNOLOGY SOLUTIONS, Bloomfield, CT (2 years)

Controller

Managed operations of accounting unit of Management Consulting Solutions Provider. Prepared annual and monthly operating budgets with divisional and corporate management inputs. Supported team to resolve SAP system issues.

RAYTEL MEDICAL CORPORATION, Bloomfield, CT (4 years)

Controller

Managed accounting operations of matrix structured organization for divisional units of Medical Entity. Prepared, in conjunction with division management, annual operating budgets. Responsible for budgeting, financial reporting, planning and control procedures. Developed reports, multi-divisional cost studies, and communication protocol between home office and acquired entities. Team participant in general ledger IT system implementation.

THE FUTURES GROUP (Deloitte & Touche), Glastonbury, CT (1 year)

Assistant Controller

Prepared and analyzed financial statements, forecasts and cash flow projections. Analyzed actual vs. budget project costs. Developed contract pricing. Reviewed payroll, accounts receivable/payable. Maintained general ledger. Developed and implemented process enhancements and changes utilizing a value-added approach.

WOMEN'S SPECIALTY RETAILING GROUP, (Petite Sophisticate) Enfield, CT (3 years)

Senior Accountant

Prepared financial statements for the home office and sub-brands of retail apparel supplier in dynamic, fast paced environment. Completed segmented profit and loss statements. Reported financial effects of corporate reorganization including forecasting future expenses and variance analysis. Designed and implemented reporting systems utilizing latest IT software. Improved efficiency via automation of processes. Trained and supervised personnel.

WHITTLESEY & HADLEY, P.C., Hartford, CT (2 years)

Staff Accountant

Performed computerized accounting for varied medical practice clients. Researched and completed corporate, individual, partnership, sales and use, property and payroll tax returns. Participated in audits.

D.L. LYNCH ASSOCIATES, (Prudential), Windsor, CT (2 years)

Full Charge Bookkeeper

Established, on a start-up basis, bookkeeping system for real estate firm serving multiple client entities book keeping needs. Prepared monthly profit and loss statements, bank statement reconciliations and quarterly payroll tax returns. Processed accounts payable and receivable. Maintained client escrow accounts. Prepared 1099's for Clients.

Interests / Philanthropy

West Hartford Schools, PTO Volunteer, Treasurer. Fitness and Wellness Growing Great Schools Representative. Cooking and nutrition, Ran Food Auction for local community gaining 2X in revenue.

SUMMARY

Accounting professional with extensive and varied industry experience. Recognized for leadership skills and ability to work in team environments. Demonstrated ability to perform efficiently and effectively in a dynamic, fast paced environment.

SKILLS

	Critical Thinking
	Planning and Organizing
	Communication
	Tactical (Results Oriented)
	Technology

EDUCATION

B.S. Accounting	C.C.S.U. GPA 3.2
M.B.A.	Rensselaer, Hartford. GPA 4.0
CPA Exam	Successful completion, all parts.