

OBJECTIVE

To secure employment in a mid-sized public accounting firm.

SKILLS & ACCOMPLISHMENTS

■ MANAGEMENT:

- Supervised 7 employees across two departments
- Implemented new policies and procedures within departments
- Engaged in developing new banking products

■ SPECIAL PROJECTS:

- Converted computer system and data within retail environment
- Developed and implemented new banking product
- Implemented new procedures within Balancing department increasing workplace efficiency by 20%
- Led multi-million dollar, three-branch bank acquisition
- Chaired committee for software conversion of mortgage lending platform

PROFESSIONAL EXPERIENCE

2003 – Present Peoples Bancorp, Inc. Marietta, Ohio
Operations Officer

- Supervised balancing and card services departments with a total of seven associates. Concerning card services department, responsible for strategic planning of new card products and services as well as new ATM deployment. Provided monthly reports to Board of Directors. Other projects assigned as necessary.

2001 – 2003 Peoples Bancorp, Inc. Marietta, Ohio
Operations Assistant

- Responsible for special projects that involved various groups within banking environment including, marketing, legal, compliance, education and retail associates. Responsibilities focused on increasing bank-wide process efficiency.

1999 – 2001 Marietta Ignition, Inc. Marietta, Ohio
Computer Network Manager/ Office Manager

- Managed back office staff of three as well as responsible for local area network and computer system support. Specifically,

installed updates, provided monthly reports to management and accountants and assisted purchasing department with statistical analysis and inventory management.

1997 – 1999 Marietta Automotive Warehouse Marietta, Ohio
Accounts Payable/Accounts Receivable Manager

- Managed accounts payable and accounts receivable departments and staff of two. Developed new processes and procedures for department increasing efficiency. Developed pro forma statements for upper management.

EDUCATION

Marietta College Marietta, Ohio
2005 Certificate of Public Accounting

Xavier University Cincinnati, Ohio
1996 Bachelor of Science in Applied Physics, Minor in Mathematics

SPECIAL SKILLS/QUALIFICATIONS

- Educated others in computer applications, policies and procedures
- Handled multiple projects and responsibilities simultaneously with history of successful goal completion
- Involved in bank leadership program in 2003
- Completed national accreditation program and test in October 2003 for Accredited ACH Professional (AAP)
- Attended multiple seminars and conferences related to banking law, banking regulations, fraud and ACH
- Experienced in using Microsoft Excel, Word, Power Point, Access, Microsoft SQL, Lotus Notes and Lotus Approach
- Practiced in business process management and gap analysis

REFERENCES

Available upon request.