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**Objective:**

**Seeking a senior management position that continually challenges my accounting, managerial and personal skills. This position should provide opportunities for advancement and professional growth.**

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**Education:**

**Northern Illinois University**  
**BS, Accounting 5/1987**

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**Experience:**

**Logistics Team Lead**

**Target**

**3/07 – Present**

**Show enthusiasm to motivate and inspire both peers and team members.**

**Use a level of leadership to get the job done in a timely manner.**

**Lead a team that unloads the trailer and pushes and stocks merchandise with speed and accuracy.**

**Audit push merchandise to make sure floor is fully stocked.**

**Supervise, coach and train team members to achieve productivity and accuracy goal.**

**Plan daily work assignments to ensure complete coverage of work centers.**

**Ensure that damaged, abandoned and rewrapped merchandise is properly handled.**

**Prioritize tasks and responsibilities and delegate responsibilities effectively.**

**Monitor team members and administer coaching and additional training as required.**

**Communicate with executive team members about work flow and additional opportunities.**

**Controller/HR Manager**

**Pearce Construction Co., Inc.**

**8/99-2/07**

**Prepare and review operating budgets.**

**Perform job cost and account analysis.**

**Manage cash flow requirements.**

**Maintain and control job costs.**

**Maintain and control fixed asset and depreciation records.**

**Oversee all general ledger accounts.**

**Supervise accounting staff.**

**Interface with outside auditors.  
Administer insurance matters, workers compensation and profit sharing plan.  
Prepare payroll and file payroll tax returns.  
Developed various spreadsheets and internal documents that increased efficiency and productivity.**

**Staff Auditor/Accountant  
Nichols/Bielman  
6/98-2/99**

**Conducted and participated in operational and compliance audits.  
Prepared individual and corporate tax returns.  
Prepared and maintained client payroll.  
Performed client write-up functions.  
Advised clients on various tax matters.**

**Owner  
Jenerick Accounting Services  
7/92-6/98**

**Performed client write-up services.  
Advised clients on a variety of accounting and tax matters.  
Counseled clients on accounting policies and procedures.  
Prepared client payroll and assisted in filing payroll tax returns.  
Maintained client depreciation and fixed assets records.  
Prepared corporate, individual and trust tax returns.**

**Controller  
Ormsby Motors  
7/90-7/92**

**Established and maintained accounting and internal control policies and procedures.  
Maintained and oversaw all accounting and budgetary matters.  
Supervised accounting staff.  
Prepared monthly and annual financial statements.  
Administered pension and profit sharing plan.**

**Staff Accountant  
Kenneth J. Chadwick, CPA  
7/87-7/90**

**Performed financial and compliance audits.  
Advised businesses and individuals on various tax and accounting matters.  
Maintained client payroll records.  
Established accounting policies and practices for clients.**

**Personal:**

**Highly qualified and proven controller and accounting manger.  
Innovative problem solver.  
Able to encourage and motivate staff members.  
Extremely proficient with Excel and Timberline**