

I'm not robot!

Robert Smith

Junior Staff Accountant/Coordinator

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

A highly talented and professional Junior Accountant who accurately and efficiently handles financial functions in a fast-paced office environment. A motivated and focused employee whose keen attention to detail allows the ability to multi-task the handling of all sensitive financial company documentation. An exceptionally courteous and professional Junior Accountant whose goal is to help a company succeed financially.

WORK EXPERIENCE

Junior Staff Accountant/Coordinator ABC Corporation - February 2008 - August 2012

Responsibilities:

- Processed and filed payroll tax returns for all State and Federal taxes for seven locations nationwide.
- Prepared and filed payroll tax returns and sales tax for a stand alone facility.
- Generated W-2 forms for 500+ employees nationwide yearly.
- Interacted with auditors on all payroll related functions.
- Supported Human Resources Department for five months.
- Successfully completed two quarterly 401(k) enrollments, submitted the annual EEO-1 report, and made progress toward resolving Service Contract Act issues.
- Prepared commissions reports for Financial Advisors based off revenues generated Balanced cash account weekly.

Junior Staff Accountant Delta Corporation - 2003 - 2008

Responsibilities:

- Entered invoices into Platinum and Navision maintaining extreme high volume with 99% accuracy Post invoices to the general ledger Reconciled Accounts .
- Responsible for various journal entries including accounts payable accrual, payroll and prepaid accounts for month end close procedures Reconciling .
- Continued with the responsibilities assigned during internship Assumed responsibility of accounts payable during specialists time off Performed .
- Primary responsibilities included collections and account reconciliations.
- Operations Assistant/Teller American National Bank Papillion, Nebraska Bookkeeper The Business Bank Vienna, Virginia Bookkeeper/Teller 1st Coppeil .
- Used QuickBooks to pay bills, print checks and track inventory Performed Bank Reconciliation Entered journal entries in accordance with GAAP
- Provided professional one-to-one client services and worked effectively in a team environment Prepared precision financial statements, tax returns, .

SKILLS

Microsoft Office Suite, R
Studio, R, Minitab, SAS,
Sales.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)



PROPOSAL

PROPOSED CONTRACT LIMO SERVICE FOR QUARREL TAYSON INTERNATIONAL

Prepared for: Herbert Cunningham
Chief Financial Officer

Prepared by: Kerrie O'Donald
Customer Relations

THE MARKETING AUDIT

LET'S GET STARTED

Below is a list of statements about branding. Evaluate your business by answering True (T) or False (F) to the statements below. For every false statement, rank its importance to your overall marketing (1-5).

Do you agree?	Yes	No
Brand, vision, target, USP, customer, competition		
Have a written mission statement, vision statement, and core values.	01 02 03 04 05	
Have a complete, up-to-date, and segmented database.	01 02 03 04 05	
Know the demographics and psychographics for my target market.	01 02 03 04 05	
Know who my ideal client is for each target market.	01 02 03 04 05	
Have detailed person setup for my leads in each target.	01 02 03 04 05	
Know who my top 3 competitors are.	01 02 03 04 05	
Know how my top 3 competitors market their business.	01 02 03 04 05	
Have a unique selling proposition that is not covered on their website.	01 02 03 04 05	
Know my clients biggest pain when dealing with my industry.	01 02 03 04 05	
Learn clear on how to solve that pain.	01 02 03 04 05	
Offer a guarantee.	01 02 03 04 05	
Know the demographics and psychographics for my target market.	01 02 03 04 05	

Robert Smith

Assistant Loan Processor/Originator

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SKILLS
Excel
Outlook/Quip/Word/Power
Points/Service Calls

LANGUAGES
English (Native)
French (Professional)
Spanish (Professional)

INTERESTS
Climbing
Hiking/Traveling
Cooking
Reading

REFERENCES
Available - 1 (Company)
Available - 2 (Company)
Name(s)

PERSONAL STATEMENT

Achieved and energetic Assistant Loan Processor with a solid history of achievement in handling Operations. Motivated leader with strong organizational and prioritization abilities.

WORK EXPERIENCE

Assistant Loan Processor/Originator
ABC Corporation - January 2001 - January 2005
Responsibilities:
• Gathered all required legal information from clients, processed and filed all loan files (paperless through their web site loan).
• Responsible for all business purchases, large and small.
• Collaborated with existing clients and new business proposals for future clients.
• Received all loan documents.
• Completed document checklist and order of conditions, ensuring conditions received and signed off.
• Collaborated with Loan Underwriter/Manager prior to submission.
• Organized and reviewed rate sheet files for missing information and obtained paperwork needed to be pre-approved.

Assistant Loan Processor

ABC Corporation - 2000 - 2001
Responsibilities:
• Duties included working with answering phones, conducting loan file set-up, ordering supplies, and data input.
• Review documents for Auto, Conventional, FHA, USDA, and VA Loans.
• Prepare files for underwriters.
• Opening file from beginning to end and preparing copy for the loan officer and sending everything to process the closing ordering Payoff, VOM.
• Used front software to develop client profiles and overnight packages to banks, title companies, and investors.
• Heavy client contact while acting as a key representative of the company.
• Used organizational skills through the processing of large amounts of paperwork.

Education

Bachelors of Arts in Business - (Lindenwood University - Saint Charles, MO)

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It's easy: whenever you paraphrase the ideas of others, whenever you use a direct quotation, or whenever you cite a fact that isn't common knowledge, you need to cite your original sources, whether they are books, articles, lecture slides, material posted in Sakai, personal communications, or a web site. The Two Elements of APA Style The citations that you include in the text of your paper are called in-text citations and are similar to footnotes or end notes. The bibliography at the end of the paper is called the Reference List. Keys to Success The keys to successfully citing your sources in APA Style are: keeping track of your sources (i.e. what they are, and where you found them), determining the type of document you are citing (e.g., books, articles, web sites, personal communications, etc.) so that you can find the correct format to follow, Teach yourself APA Style The best way to learn APA Style is to consult the Publication Manual of the American Psychological Association, which is now in its 7th edition. However, if you do not have access to a copy, you can consult these guides for tips on APA Style. Official APA Style resources: A-Z Learning Services @ Brock University: The executive summary provides an overview of the content contained in the feasibility study document. Many people write this section after the rest of the document is completed. This section is important in that it provides a higher level summary of the detail contained within the rest of the document. Remember to remove the green instructional portion of the Feasibility Study Template before making your document final.Alan's Best Chocolates (ABC) is a leader in the sales of chocolates and confections throughout the United States. ABC's products are sold from 50 stores throughout the country and maintain a reputation for superior taste and quality. While ABC's sales have grown over the past 10 years, the rate of growth has slowed significantly. One key factor for this slowing growth rate is the shift in the marketplace to purchasing chocolates and confections online. While ABC maintains a web site, it is not capable of hosting an e-commerce platform for online sales. ABC's sales occur only in its brick and mortar facilities and the company is losing potential customers to competitors who provide online sales. The chocolate and confections marketplace is healthy and shows a continued growth trajectory over the next five to ten years. ABC is in a position to capitalize on this online marketplace by leveraging existing technologies, industry best practices, and an aggressive marketing and sales campaign to ramp up the company's growth projections for the foreseeable future.2. Description of Products and ServicesThis section of the feasibility study provides a high level description of the products and/or services which are being considered as part of the feasibility study. The purpose of this section is to provide detailed descriptions of exactly what the organization is considering so this information can be applied to the following sections of the document. It is important that this description captures the most important aspects of the products and/or services that the organization is considering as well as how it may benefit customers and the organization.ABC is considering a move to create and provide an online platform from which to sell its existing product line. Until now ABC has only sold its products from its chain of brick and mortar facilities and has been limited to sales within the geographical regions where its stores reside. By doing so, ABC has not been able to capitalize on the growing trend of online sales within the chocolate and confections marketplace. By offering its products through an online platform, ABC can market its products to an entirely new market, increase revenue and growth projections, and allow customers to purchase our products from the convenience of their own homes.There are no proposed changes to ABC's current product offerings as a result of this study. Online sales will include only current products and any changes to this product line must be considered outside of the purpose of this document.3. Technology ConsiderationsThis section of the feasibility study should explain any considerations the organization must make with regards to technology. Many new initiatives rely on technology to manage or monitor various business functions. New technology may be developed internally or contracted through a service provider and always result in costs which must be weighed in determining the path forward.Upgraded technological capability will be required for ABC to move toward offering an online marketplace from which customers may purchase our products. Customers demand a simple and easy way by which to conduct online transactions and it is imperative that all transactions are conducted in a secure manner. While ABC maintains a web site with product lists and descriptions, it does not currently allow for purchasing to be done online. This functionality must be integrated with our current web site to allow for secure purchases to be made. Additionally, new online marketing functionality must be considered in order to target existing and potential customers through methods such as e-mailing lists, promotional advertisements, and loyalty discounts.While ABC maintains a small information technology (IT) group, the expertise does not currently exist internally to design, build, and implement the sort of extensive online platform required for this effort. Therefore, the recommendation is to contract this work out to an internet marketplace provider who can work with ABC to meet its needs within the determined timeframe and budget. It should be noted that while ABC does not have this expertise internally, the technology exists and is in use throughout the marketplace which lowers the risk of this concept considerably.ABC currently maintains a high speed internet connection, web server, and the latest software. With the addition of an e-commerce portal it is expected that there will be an overall cost increase of 5-10% for web server operations and maintenance costs.4. Product/Service MarketplaceThis part of the feasibility study describes the existing marketplace for the products and/or services the organization is considering. It may describe who the target market consists of for these products or services, who the competitors are, how products will be distributed, and why customers might choose to buy our products/services. Most marketplaces are dynamic environments in which things change constantly. To enter a new marketplace blindly will usually result in an organization not fully understanding its role and not maximizing its resulting benefits.The online marketplace for chocolates and confections has been thriving for many years. In FY20xx online chocolate sales accounted for approximately \$20 million or 20% of total chocolate sales worldwide. While chocolates and confections are available in almost every store, our primary marketplace consists of specialty chocolates and confections. All of ABC's current major competitors already have an established online presence of at least 3-5 years. The top 3 competitors are currently: Smith's Chocolates, Worldwide Candy, and Chocolate International. A large majority of ABC's customer base are returning customers and referrals from existing customers. By providing a more convenient means of purchasing our products online it is expected that we will retain these customers while conducting an online marketing campaign for new customers as well.ABC will distribute online purchases via direct shipping from the nearest store location. This will allow ABC to provide timely shipping and eliminate the need for a central warehouse or facility from which to store and ship its products. Such a facility would require a significant capital investment as well as increased operation and maintenance costs. However, based on anticipated growth projections, ABC must ensure that all store locations maintain adequate inventories on hand to satisfy customer demand.5. Marketing StrategyHere the feasibility study provides a high level description of how the organization will market its product or service. Some topics which should be included are: how does an organization differentiate itself from its competitors; types of marketing the organization will utilize; and who the organization will target. Marketing efforts must be focused on the right target groups in order to yield the greatest return on investment.In order to be successful, ABC must differentiate itself from competitors in order to appeal to customers in the online marketplace. To do this, ABC will utilize its practice of personalizing its product packaging which it currently offers in-store customers. Current competitors do not currently provide any personalization of packaging. Customers will have the ability to personalize messages on or inside of product packaging, request specific color-based themes, or tailor packaging for special occasions or events.ABC will implement a customer e mailing list in order to send product promotions, sales advertisements, and other special offerings to customers who register. Additionally, ABC will offer referral incentives to customers who refer our products to friends and family in order to provide additional incentives. ABC will also maintain a customer database in order to determine its target customer groups and geographical regions. ABC will research marketing intelligence providers to determine the benefits and costs of purchasing customer information for bulk email campaigns as well. Another important consideration of ABC's online marketing strategy is cost. Electronic marketing communication costs are very small in comparison to direct mail marketing which ABC currently utilizes. However, we expect the additional revenue from online sales to greatly outweigh these additional electronic marketing costs.It is important to note that ABC's current marketing and sales staff will require training in online marketing and sales practices. This training will need to be contracted to a training provider as part of our startup costs and schedule.6. Organization and StaffingWith many new products or services there may be a need for additional staffing or for an organization to restructure in order to accommodate the change. These are important considerations as they may result in increased costs or require an organization to change its practices and processes.The ABC online sales campaign is not anticipated to significantly affect the organizational structure of the company. There are, however, several staffing additions required to successfully implement the online sales campaign. All of these positions will work within existing departments and report to department managers.Staffing Position #1: Online Sales Manager - this full time position will lead sales staff in identifying sales opportunities and converting these opportunities to actual sales. This person will report to ABC's Director of Sales and will work in ABC headquarters.Staffing Position #2: Online Marketing Manager - this full time position will lead marketing staff in identifying target customer groups/markets and conducting online advertising/marketing efforts to maximize traffic to ABC's online marketplace. This person will report to ABC's Director of Marketing and will work in ABC headquarters.7. ScheduleThis section of the feasibility study is intended to provide a high level framework for implementation of the product or service being considered. This section is not intended to include a detailed schedule as this would be developed during project planning should this initiative be approved. This section may include some targeted milestones and timeframes for completion as a guideline only.The ABC online sales campaign is expected to take six months from project approval to launch of the e-commerce platform. Many of the foundations for this platform, such as high-speed internet and web server capability, are already available. The following is a high level schedule of some significant milestones for this initiative:Jan 1, 20xx: Initiate Project February 1, 20xx: Project kickoff meeting March 1, 20xx: Complete online sales site design April 1, 20xx: Complete testing of online sales site June 1, 20xx: Complete beta testing trials of online sales site July 2, 20xx: Go live with site launch

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