

MARY EVANS

Address ▪ Telephone ▪ E-mail

QUALIFICATIONS SUMMARY

Results-oriented, talented and analytical professional with strong background in bookkeeping which includes accounts payable, accounts receivable, reporting and database management. Possess excellent communications skills, sound judgment and ability to complete tasks in a professional and efficient manner. Known for logical and analytical skills, with superior performance and creative problem-solving abilities. Experienced in using technology to enhance speed and accuracy of administrative and accounting tasks, with excellent knowledge in all matters of finance and accounting. Enthusiastic in preparing financial statements, monitoring daily cash transactions, developing annual budgets, processing taxes, and recording all financial activities.

AREAS OF EXPERTISE

- ❑ Inventory Control and General Administration
- ❑ Accounts Payable/Receivable Processing
- ❑ Customer Service and Satisfaction
- ❑ Bookkeeping and Payroll Processing

Technical Skills: Microsoft Word, Excel, Access, as well as Solomon and Peachtree Accounting System

PROFESSIONAL DEVELOPMENT

COMMISSIONS ADMINISTRATOR ▪ SAVAGE & ASSOCIATES, INC., Toledo, OH: Jun 2004-Present

- Perform various duties administrative and clerical such as processing various business paperwork and health carrier paper and electronic commission statements for more than 65 agents within the agency, preparing A/P part of the commissions, and drafting EFTs and distributing statements
- Manage and resolve agents, carriers, and management related issues in prompt and efficient manner, as well as analyze all commission and business related issues
- Streamline and maintain insurance licensing in different states for the agency and president
- Collaborate with consultant in maintaining and managing database, as well as in defining new database to ensure work efficiency
- Strategically plan and implement online and computerized UPS shipping procedures, which resulted in substantial turnaround time reduction and profit gains

BOOKKEEPER ▪ PAULA BROWN SHOP, Toledo, OH: May 2005-May 2007

- Managed the entire accounting and bookkeeping functions , as well as held responsible for processing all accounts payable, personal billing, and conducting month-end data entries
- Reconciled bank statements
- Utilized Peachtree accounting program in processing accounts payable, accounts receivable and other accounting related duties
- Provided efficient performance in processing invoices, credit card receipts, paid invoices, reconciled bank accounts and customer credit card statements

ACCOUNTING CLERK ▪ ACCOUNTEMPS, Maumee, OH: Jan 2002-May 2005

- Provided entry level accounting and administrative services to various local companies
- Processed accounts payable and accounts receivable, payroll, data entry, bank reconciliation, taxes, and performed other miscellaneous tasks
- Rendered support and assistance in identifying and resolving accounting related issues

EDUCATION

MASTER OF BUSINESS ADMINISTRATION IN ACCOUNTING AND FINANCE
American InterContinental University, Hoffman Estates, IL: 2008

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION IN ACCOUNTING
Siena Heights University, Adrian, MI: 2007

ASSOCIATE OF COMMERCE IN ACCOUNTING
Monroe County Community College, Monroe, MI: 2003