

Summary

Highlights

- ## Experience

Company Name ¹/₄ City , State

- Project Administrator Jan 2000 to Jan 2007

Company Name i¼ City , State

- Senior Staff accountant Jan 1998 to Jan 2000

Company Name i¼ City , State

- Project Accountant Jul 2009 to Current

Company Name ¹/₄ City, State

- Aligned all financial activity with the regulations of the GAAP.
- Provide weekly cash forecast for the Eastern Region.
- Ensure accurate and timely billing for both external and internal customers.
- Update project budgets for all projects assign to me.
- Calculate and recognize revenue in accordance with US GAP for all projects.
- Setup all aspects of new projects which includes budget, contract information and revenue recognition base on contract.
- Perform month-end close procedures pertaining to billing, accounts receivable baddebt provisions and contingencies, journal entries and reconciling.

- Monthly meeting with the Director of Operation in regards to project income statement.

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Education

M.B.A , Business Administrator 2005 American Intercontinental University i¼ City , State Business Administrator

B.A , Accounting 1997 Florida International University i¼ City , State Accounting

Skills

accounts receivable, AIA, bank reconciliation, billing, billings, budgets, daily cash receipts, cash flow, Consultant, Contracts, Controller, clients, financial, financial reports, financial statements, Forms, General Ledger, general ledger accounts, Government, insurance, meetings, excel, Microsoft office applications, office, PowerPoint, Pivot tables, presentations, Prime, progress, proposals, Express, reporting, spreadsheet, tax, Timberline