

ACCOUNTANT

Summary

Enthusiastic, knowledgeable professional with experience and proven success in program and project management, online and instructor led design, development and facilitation. Outstanding problem-solving skills, as proven through implementation of accounting software packages, significantly improving billing and reporting processes. Excellent management skills, encouraging career growth of subordinates through additional training and opportunities. Keep up-to-date with industry changes through professional affiliation.

Core Qualifications

Microsoft Office Suite *VideoScribe Software *PeopleSoft Finance Applications

Professional Experience

Accountant

Senior Manager

January 1995 to Current Company Name i¼ City , State

- Project Management, Training Facilitation, Instructional Design and Development Managed the projects to design and develop the 1½ day instructor led training, Operational Effectiveness Phases I - IV for Select Service Assistant General Managers and Operations Managers, managing project milestones and coordinating resources.
- Currently developing Phase IV.
- Lead the design and development of the global Senior Property Executive Assessment training for Executive Recruiters.
- Developed the curriculum and training materials for the IT organization's professional development initiative.
- Lead the re-design and development of the global Interviewer Certification program.
- Managed the project to design and develop all training material for the myHR and PeopleSoft HRMS upgrade.
- Lead the re-design, development and program re-launch of the global At the Helm Front Office Leadership training program for the Full Service Rooms Operations Department, formulating project plans, performing needs analysis, securing and managing development resources and schedules.
- Designed, developed and facilitated instructor led and online classes for the organization's finance associates for Project Oceans and Project Eclipse.
- Delivered instructor led training to domestic and international audiences including the Change Management: The Fundamentals course.
- Client Relations and Program Management Learning representative to the Finance discipline, performing needs analysis and advising on learning strategies and training design and development for finance personnel.
- Coordinated the logistics for Headquarters training programs, including managing the instructor cadre, setting annual training schedules and booking and setting up training facilities.
- Designed and analyzed program evaluations using Vovici and Metrics That Matter software, with a view to making improvements in training offerings.
- Marketed the training program to potential participants to encourage associate engagement and development.
- Accounting Prepared financial statements.
- Liaised with international hotel controllers and regional office personnel pertaining to billing issues, often referencing original contracts to provide validity of costs.
- Analyzed profits and losses for various international regions, with an emphasis on explaining variances in actual to budgeted results.
- Managed staff of three accounting assistants, hiring, performing reviews, and molding their careers through appropriate training.
- JANET A.
- STRUDWICK, PMP® CPA PAGE 2 Implemented the International Fee Revenue Database and PeopleSoft billing module, replacing manual system, by entering data and testing over eight months, ensuring execution of billing in two days, rather than two weeks, thus resulting in more timely invoice delivery, payables receipt and robust financial reporting.

Instructional Designer/Training Manager/Database Manager/Senior Accountant

January 2003 to January 2004 Company Name i¼ City , State

Online Course Instructor

January 1993 to January 1995 Company Name i¼ City , State

Education and Training

Master of Science : Education , 2003 CALIFORNIA STATE UNIVERSITY, HAYWARD i¼ City , State GPA: GPA: 4.0 Education with, and option in Online Teaching and Learning Creating Effective Collaborative Learning Experiences GPA: 4.0

Bachelor of Science : Accounting , 1993 UNIVERSITY OF MARYLAND, COLLEGE PARK i¼ City , State Accounting

Bachelor of Science : Business Administration , 1983 COLLEGE OF ARTS, SCIENCE, AND TECHNOLOGY i¼ City , Jamaica Business Administration

Publications

California Virtual Campus The Issue of Gender in Online Teaching and Learning," April 2003 Managing Conflict in the Online Classroom," March 2003 Teacher Focus Newsletter Collaborative Learning: Benefits, Challenges, and How to Make it Effective," March 2003

Skills

Accounting, billing, Change Management, contracts, Client Relations, Database, delivery, Eclipse, Finance, financial reporting, financial statements, Front Office, hiring, instructor, Instructional Design, Leadership training, logistics, managing, Microsoft Office Suite, office, needs analysis, payables, PeopleSoft HRMS, PeopleSoft, personnel, Program Management, Project Management, project plans, Teaching, training materials, training design and development, training material, training programs, upgrade, view

Affiliations

Project Management Institute *Member of the Association for Talent Development (formerly ASTD)