

May 5, 2010

Dear Ginny Szalay,

If you are looking for a person with insight, creativity, and exceptional professional integrity, look no further. I have enclosed my resume for your consideration.

My specialties include process organization and change management and a strong ability to generate solutions to problems where none seemed to exist. I will teach, inspire and motivate others to do the same.

Review of my credentials will confirm that I have served as the catalyst for successful project completion, customer loyalty, and staff development initiatives, complimented by general accounting qualifications in several industries and a proven track record in delivering value to client organizations.

Other highlights of my background that may be of interest to you include:

- Problem solving and analytical talents combined with P&L management, structured business skills, and technical savvy
- Keen instincts to quickly effect change and improvement with efficiency, reliability, and accuracy of numbers
- Proven multi-tasking capabilities with strong ability to plan, prioritize and manage complex projects under aggressive deadlines
- Competitive analysis skills with extensive experience in data collection, synthesis, and documentation
- Strong leadership skills, “team player” attitude and spirit, and the natural ability to establish consensus among cross-functional lines.

Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Ann Marie Bishop
Enclosure Resume

ANN-MARIE BISHOP
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SUMMARY OF QUALIFICATIONS: An ambitious Tennessee Certified Public Accountant with approximately fifteen years of experience in public and private accounting and a Masters of Accountancy with a tax emphasis with a track record for being a flexible multi-task oriented professional with documented accuracy, dependability and honesty. I am willing to relocate.

PREVIOUS WORK EXPERIENCE

Adjunct Professor (teaching college accounting courses) **1998-2004**
Southwest Tennessee Community College, University of Memphis, University of Mississippi

Colliers Management Services, Memphis, TN **5/2008 – present**
Assistant Controller

- Prepare monthly financial packages sent to owners of industrial real estate properties for eight clients
- Record and pay accounts payables invoices of properties
- Record monthly receipts of tenants
- Prepare monthly journal entries
- Process debt payments
- Assist external auditors in audits of properties
- Reconcile various bank accounts
- Prepare explanations of variances between budget and actual
- Monitor aged accounts receivable balances and maintain communication with property managers on ensuring timely collection of outstanding balances
- Prepare monthly and quarterly cash projections for owner distributions and future cash needs

CB Richard Ellis, Memphis, TN **8/2007 – 4/2008**
Accounting Supervisor

- Managed, supervised, and evaluated four people responsible for preparing various accounting reports such as revenue, expense, and/or variance reports.
- Reviews, posts, and prepares journal entries.
- Responds to client and vendor requests and questions.
- Oversees the reconciliation of various bank accounts.
- Oversees the processing of various types of payments.
- Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports.
- Provides input into hiring, terminating, compensation, and performance evaluation.

The Memphis Group, Memphis, TN **10/ 2002 – 06/2003**
Assistant Controller

- Managed, supervised, and evaluated four people responsible for accounts receivable, accounts payable, and all other general ledger accounts
- Prepared financial statements package for company and subsidiaries
- Reconciled all financial accounts
- Reviewed and maintained fixed asset database
- Coded all accounts payable invoices

- Timely filed miscellaneous tax returns
- Monitored daily cash projections
- Assisted external auditors in government, financial, and workman's comp audits

Helena Chemical Company, Collierville, TN
Manager of Accounting Operations

7 / 2000 – 6 / 2002

- Managed, supervised, and evaluated seven people responsible for accounts receivable, payroll, property taxes, and salesman incentives
- Acted as the liaison for the Southern Business Unit comprised of 4 divisions and 3 levels of management
- Drafted and tested standard operating procedures manuals for areas under my supervision and developed payroll department disaster recovery plan for 3000 employees and 270 locations
- Analyzed profit and loss statement account variances for local cost centers
- Participated in the hiring, training and mentoring of new employees for accounting operations units made up of 3 groups and 7 accountants
- Calculated incentives for 960 U.S. salesmen that amounted to approximately \$10 million
- Prepared annual budgets, reviewed account reconciliations and performed year-end inventory for accounting units and various outbound locations
- Prepared nine months of thirty-five accounts receivable account reconciliations to meet year –end deadline

Helena Chemical Company, Collierville, TN
Subsidiary and Consolidation Accountant

5 / 1998 – 6 / 2000

- Prepared year-end audit schedules for independent auditors of 4 subsidiaries which were 50% to 100% owned by Helena Chemical and forecasted subsidiary financials as needed
- Planned United Way fundraisers for 3 years to include coordinating monthly events, organizing volunteers, managing donations and developing and auditing contribution reports
- Served as Acting Controller during the sale of a subsidiary, while maintaining constant communication with Chief Financial Officer and served as liaison between seller and purchaser
- Consolidated financial statements in preparation for external audits
- Reconciled and recorded elimination journal entries for inter-company transactions between parent company and subsidiaries in preparation for monthly and year-end financial statements

ServiceMaster Diversified Health Services Collierville, TN
Financial Manager / Senior Controller

2 / 1996 – 4 / 1998

- Trained, monitored and evaluated new and existing employees on standard operating procedures for health care accounting and continuous improvements initiatives
- Supervised 3 controllers in their management of cash, financial statements and other budgetary functions for each assigned facility
- Assisted independent auditors in reviews of the 6 major facilities managed by DHS in preparation for year-end financial statements, which included compilation monthly financial statements
- Analyzed variances between actual and budgeted amounts for 6 major facilities to insure revenue was allocated appropriately while providing performance enhancements

Kimble & Company, P.C. CPA's, Bartlett, TN
Staff Accountant

7/1994 – 1/1996

- Participated in audits of financial statements for organizations in the corporate client base
- Prepared state sales and use tax, business tax, federal and state payroll tax and federal and state income tax returns
- Managed client portfolios, compiled clients' financial statements and met all personal and business tax deadlines for approximately 35 clients

Shell Oil Company, Houston, TX **7/1990 – 10/1991**

Accountant, Manufacture and Sales Oil Revenue

Oil and Gas production

- Posted monthly sales revenue and analyzed and reconciled accounts receivable and accounts payable
- Reported monthly production volumes of oil and gas to state boards
- Initiated internal lease and field audits for contract compliance of production and sales
- Received Shell Quality Advocate Award for a twenty-six month retroactive recoupment project that resulted in a net recovery of \$3,000
- Implemented an eight month retroactive recoupment team project that resulted in a net recovery of \$336,000

EDUCATION:

Master of Accountancy – Tax Emphasis (GPA 3.40)

University of Mississippi

Bachelor of Accountancy (GPA 3.47)

University of Mississippi

Advanced Teacher Education Program (GPA 4.00)

Crichton College

OTHER EXPERIENCE:

University of Tennessee at Memphis **1994 - 1994**
Coordinator

Armstrong Allen Prewitt Gentry Johnston & Holmes Attorneys at Law, Memphis, TN **1993 – 1993**
Tax Consultant

Frontier Meat Company, Inc., North Little Rock, AR **1992**
Consultant (graduate student)

Lausanne Collegiate School (through Kelly Services) **2004**
Technology Specialist, Teaching computer lab applications that include Word, Excel, Pagemaker, and Photoshop to second, third, fourth, seventh, and eighth grade students.

Kelly Services **2003 – 2004**
Substitute teacher at Woodland Presbyterian School, Grace St. Luke's Episcopal School, and Lausanne Collegiate School grades K-12.

De La Salle Elementary at Blessed Sacrament, Kindergarten teacher **2004 – 2005**

Chimneyrock Elementary School, Kindergarten teacher, 2nd grade reading tutor **2005-2007**

TRAINING / COMPUTER SKILLS:

- Graduate of Dale Carnegie Leadership Training Course
- Oracle, Yardi, Legacy, JD Edwards, CTI (AS 400 system), Rcash Pay, Insight, Expesite, Easy Accounting, Estate Planning Assistant, Federal Tax Returns, Professional Write, Microsoft Suite Windows 95, 98 and 2000

MEMBERSHIPS:

- International Leaders in Business – past member
- American Institute of Certified Public Accountants – past member
- Tennessee Society of Certified Public Accountants, past Director, current committees
- International Who's Who of Professional Management – past member
- Associate Member of the Association of Certified Fraud Examiners – past member