

## Resume #143

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**OBJECTIVE:** Professional seeking full time employment utilizing my *Accounting, Business Management and Information Technology* skills

### SUMMARY

- Understanding of fundamental managerial, organizational, marketing and human resource principles and structures
- Complete knowledge of the accounting cycle
- Ability to record business transactions using double-entry accounting
- Understanding of differences between service business, merchandise business and manufacturing business when recording transactions
- Experience posting from journals to ledger, preparing income statement, balance sheet and statement of cash flow

### EDUCATION:

Niagara County Community College, Sanborn, NY  
*Business Administration AAS*  
May 2018

### EMPLOYMENT:

DMIC, North Tonawanda, NY 2018 – present

#### **Order Entry/Special Projects**

- Order entry
- Special projects

Sherwood Valve LLC, Washington, PA 2008 – present

#### **Computer Programmer/Support**

- Worked remotely from home office
- Supported JDE users nationally and internationally
- Supported manufacturing, distribution, pricing, procurement, inventory control, forecasting, planning and finance departments
- Analyzed problems, troubleshooting within JDE
- Investigate, develop solutions and provide new functionality within JDE
- Created reports, maintained and performed data extracts data using ASC's Sequel product for JDE World and One World

Sherwood Harsco, Niagara Falls, NY 2007 – 2008

#### **Computer Programmer/Support**

- Supported JDE users and data warehousing during shutdown of NY plant
- Assisted with data conversion from New York to Pennsylvania headquarters
- Planner/scheduler for two product lines
- IT core team member for five software conversions
- IT Operations/System Manager overseeing 5 employees
- Project management