

Joseph Ryan Antczak

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OBJECTIVE

Management role with a Denver-based organization. I am seeking an opportunity that allows for me to fully utilize my educational background, experience, motivation, management and problem solving skills, and mechanical and technological aptitudes with opportunities for advancement.

EDUCATION

Bachelor of Arts in Economics Program, 2000-2002
University of Florida; Gainesville, Florida

Bachelor of Arts in Mass Communication Program, 2000-2002
University of Florida; Gainesville, Florida

Bachelor of Science in Business Administration Program, 1996-1999
Florida State University; Tallahassee, Florida

EXPERIENCE

2010-2014, Chief Financial Officer / Director of Finance

Eaton Senior Communities, Inc., Lakewood, Colorado

- Develop tools and systems to provide critical financial, strategic, operational strategic, and operational management influence.
- Administer and oversee all budget and financial management, cost benefit analysis, forecasting, and securing of human and financial capital.
- Maintain internal safeguards and controls in conjunction with the development and implementation of cash flow projection and reporting mechanisms.
- Assess overall company and departmental fiscal performance.
- Plan, direct, and manage finance programs, policies, activities, financial metrics, and monitor performance of investments portfolios.

2010-2012, Senior Tax Associate

Berkshire Capital, Inc., Boulder, Colorado

- Provide defense and resolution negotiation on behalf of Clients before the Internal Revenue Service and various State Departments of Revenue.
- Assist in the preparation of Client's tax returns, both on Business and Individual levels, including original filing and audit defense and examination reconsideration.
- Provide complete analysis of Client's financial situation and make recommendations that would be financially beneficial or to mitigate potential liability.
- Assist clients in organizing their business activities into the appropriate business structure in order to maximize financial benefit, minimize tax liability, and minimize exposure to liability.

2009-2010, Legal Assistant

Omni Financial Services, LLC; Broomfield, Colorado

- Assisted Legal Team in the research of client's tax liabilities and backgrounds
- Proposed, Constructed, and Implemented Negotiated Resolutions
- Acted as a liaison between client and taxing authorities on both State and Federal levels.

2006-2007, Sales Executive/Marketing Director

Continental Mortgage Services, LLC; Aurora, Colorado

- Established relationships with community loan officers and mortgage brokers.
- Established and maintained company's loan programs, criteria, and parameters.
- Researched potential loan packages and acquired funding for those meeting company standards.

2004-2006, Corporate Controller

PC-Conferencing, Inc.; Federal Heights, Colorado

- Prepared monthly, quarterly, and annual budgets, projections, and financial statements and reporting.
- Supervised office environment, including Accounting and Finance Department, Human Resources Department, and Sales and Customer Service Department.
- Organized acquisition of venture capital for expansion and update of technological systems and hardware.

2000-2004, Chief Financial Officer/Controller

Sports and Gear, LLC; Arvada, Colorado

- Established and maintained company's accounting and reporting systems.
- Oversaw financial reporting and auditing processes.
- Responsible for recruiting, training, and supervision of Accounting Department.

AFFILIATIONS

American Association of Financial Management, *Member*
Financial Management Association of America, *Member*

**VOLUNTEER
EXPERIENCE**

Community Educational Outreach (CEO) – *Volunteer GED Tutor*
Colorado Department of Corrections (CDOC) – *Volunteer GED Tutor*