

Faith Akopov

Professional

Accounting Supervisor

Gibson Arnold & Associates, October 2013- March 2014 (Golden CO)

Managed Accounting department for legal recruiting firm. Roles included payroll, collections, AP/AR, client travel arrangements, billing, and generating manual accounting reports for CFO.

Office Manager

Master Tech Automotive 2006-2013 (Richland WA)

Managed all business functions of a full service automotive shop for seven years with gross receipts over \$1 Million. Roles included QuickBooks maintenance, audits, payroll, AP/AR, collections and vendor management, Employee recruitment, on-boarding, corrective action, customer service, client account maintenance, billing, inventory maintenance/ordering and other daily tasks as assigned by the owners.

Business Owner/Personal Trainer

Tri-Cities Total Training, 2010-2013 (Richland WA)

Managed a fitness studio business including daily operations, all instructors, client accounts, training schedules, as well as studio marketing, advertising.

Personal trainer and TRX certified. IFA Certified. CPR Certified.

Business Manager

Image Light Studios, 2010- Present (Richland WA)

Performed client photography, from senior photos to newborns and weddings

Education

Columbia Basin College

Associates Degree

Business Administration 2013

Currently Pursuing Bachelor's Degree