

# **Michele Le**

**Westminster, CO 80031**

**Cell: 720-341-4648; Email: gmtoy@gmail.com**

**Objective:** *Highly motivated, fast learner and hard worker desiring to continue in a challenging career in **Accounting** with a growing and successful organization and benefit from a professional experience. I am an excellent analytical problem-solver with a positive upbeat attitude who is self-motivator, dependable team player who is efficient. I am looking for new challenges to use my excellent interpersonal, verbal and written communication skills in a professional setting. My strong organization skills and attention to detail will be demonstrated through my work ethics. I work well with others and under pressure to prioritize and multi-task to meet deadlines.*

**Education: The University of Iowa, Iowa City, IA; BBA in Finance**

**Relevant Courses:** *Accounting 1 & 2, Int. & Adv. Word and Excel, Investments, Financial Mkt. Inst., Statistic Analysis, Computer Analysis, Int. Finance Management, Business Policies, Taxes & Bus. Decisions*

**Experience:**

**THE BORNHOFT GROUP CORP Denver, CO**

**Fund Accountant (1/2000 – 5/2012)**

- *Prepared monthly bank reconciliations, GJ entries, PJ, GL, A/R and A/P in Peachtree.*
- *Prepared Redemptions, Broker/Svc Fee reports, monthly Income/Loss, Balance sheet.*
- *Prepared NAV/unit, investors' Income statements and individual investor statements.*
- *Processed daily subscription checks for depositing and posting in GP system.*
- *Maintained daily interest data entries, daily NAV tracking and emailed NAV report.*
- *Assisted with year-end audit*

**GE POLYMERLAND Huntersville, NC**

**Pricing Associate (11/1998 – 6/1999)**

- *Assisted the Pricing/Sourcing Finance Manager and Pricing Analysis.*
- *Set up special blanket, order price rates in system ESS.*
- *Adjusted credit invoices and maintained CPLR's for the Lexan prices.*
- *Was responsible for filling price list with prices.*
- *Set up OLP (off list pricing) contracts and CPLR for new products.*

**HOLLAND TELECOMMUNICATIONS GROUP, INC. Lakewood, CO**

**Administrative Assistant III (12/1997 – 9/1998)**

- *Assisted the VP of Engineering Design and Design Manager.*
- *Created and maintained the employee database, employee and product reports.*
- *Created the company grid maps, map's list and labels for each project.*
- *Produced the node pocketing for each project and handled the projects' shipment.*
- *Utilized AutoCAD Map R2 to create the system and the tracking key maps.*
- *Managed phone calls, copies, data entry and street name drafting for maps.*

**Computer Skills:** *Microsoft Word, Excel, Power Point, Access, Publisher and Outlook, Word Perfect, Internet, Email, 10-key, Great Plains, PC, Lotus 1-2-3, M-share, Peachtree & MS Visual FoxPro sys.*

**Activities and Interests:** *Traveling, hiking, biking, exercising, dancing, cooking/eating healthy food, reading, socializing, volunteering, learning Vietnamese, Spanish and French.*

**References are available upon request.**