

MONIQUE RENEE PULSE

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CAREER OBJECTIVE:

Seeking a challenging position utilizing my expertise in management, accounting, sales and marketing to drive business growth and client satisfaction.

SUMMARY OF QUALIFICATIONS:

- 25+ years of accounting experience, including A/P, A/R, G/L, payroll, collections & financial reporting.
- Strong sales and marketing skills, successfully doubling monthly sales for service-based businesses.
- Proven leadership in office management, streamlining operations, and improving efficiency.
- Excellent communication and problem-solving abilities with extensive client-facing experience.
- Proficient in QuickBooks (Payroll & Pro), Microsoft Office and 365, and database management.

PROFESSIONAL EXPERIENCE:

American Real Estate College – Office Manager/Accountant (2000 – 2023)

- Managed accounting functions, including payroll, budgeting, and financial reporting.
- Oversaw sales and marketing efforts, increasing enrollments and revenue.
- Coordinated office operations, inventory, and student services.

Pulse Accounting, LLC – Owner (2010 – Present)

- Provided accounting and consulting services to small businesses across multiple industries.
- Managed bookkeeping, tax compliance, and financial planning for multimillion-dollar clients.
- Developed marketing strategies, designed promotional materials, and expanded client base.

KEY SKILLS:

- Account Management & Sales Growth
- Financial Analysis & Reporting
- Client Relations & Customer Service
- Office & Operations Management
- Marketing Strategy & Business Development

EDUCATION & CERTIFICATIONS:

- **University of Montana** – Business Management/Accounting
- **American Real Estate College, Denver, CO**
- Colorado Real Estate License
- Community Association Manager Licensing Course
- Ongoing professional development in accounting, management, and business topics.

REFERENCES: Available upon request