

Laramie Allen Rose

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OBJECTIVE

To leverage more than four years of experience in accounting to obtain a more challenging full-time position in accounting or account management within a dynamic and diverse work environment.

EMPLOYMENT

Fresno's Chaffee Zoo Corporation – Fresno, CA

12/2012 – 10/2013

Accounting Clerk

- Managed \$6 million in city tax funds for capital and operational expenses
- Prepared monthly deposits and reimbursements for employees, donors, and volunteers
- Reviewed and distributed monthly budgets for nine departments
- Drafted and implemented two (2) compulsory fiscal policies to address accountability issues
- Performed bank reconciliation, accounts payable/receivable, and journal entries

Duban, Sattler & Associates – Los Angeles, CA

12/2011 – 10/2012

Business Manager

- Led reviews of monthly financial statements with individuals, corporations, and partnerships
- Created individualized budgetary constraints for clientele
- Collaborated with payroll companies to process clients' employee payrolls
- Worked routinely with accounts payable and receivable, conducted bank and credit card reconciliations, and responded personally to client demands

Neuman & Associates – Encino, CA

12/2008 – 12/2011

Account Manager

- Managed accounts for individuals and businesses in the entertainment industry
- Worked directly with high-net-worth individuals (>\$10 million)
- Prepared monthly individual and corporate financial statements for review with clientele
- Processed weekly, bi-weekly, and monthly payroll for clients' employees
- Facilitated company-wide transition to digital imaging software
- Named Employee of the Month for February 2009 and September 2010

Wells Fargo Bank – Fresno, CA

12/2006 – 9/2008

Commercial Teller

- Processed withdrawals, deposits, domestic and foreign wire transfers, and payments
- Initiated and led successful branch-wide sales campaign
- Received the 2008 California Top Teller Award for Quarters II and III

EDUCATION

California State University, Fresno – Fresno, CA

8/2004 – 8/2006

General Education, Financial and Managerial accounting classes completed

SKILLS

- Expert user of Quickbooks, ProSystems FX, Datafaction Imaging, and basic accounting software
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, and Access
- Facility with online and mobile social media and marketing
- Foreign Language Ability – Intermediate Spanish

PERSONAL INTERESTS

Equestrian and rodeo, traveling, hiking, and perfecting recipes that satisfy my sweet tooth