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OBJECTIVE

To obtain employment where my skills can be effectively utilized along side learning new concepts and perceptions for the success of the company as well as myself.

EDUCATION

- Major: Accounting, Minor: Information Systems
- Major: Accounting and Financial Management, MAFM

CERTIFICATION

- CISA Examination: Scheduled to take on 12/15/2011

EMPLOYMENT

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XBRL Financial Reporting Consultant (December 2010 - Present)

Responsibilities:

- Guide public companies with filing in XBRL
- Create a customized taxonomy document using clients' recent filing with the SEC (10-Q or 10-K) as well as GAAP Taxonomy (UGT), GAAP/IFRS
- Consult with clients in a timely manner to determine and confirm which of their reported financial statement items appears to map directly to the UGT and which may require the creation of customized extension elements
- Use information provided by the SEC to understand evolving XBRL compliance requirements and address client questions related to specific compliance requirements
- SOX and Audit Compliance matrixes on client financials (SEC filings), ISO9000, Sharepoint / SQL server used for communication and tracking information

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Business / Financial Analyst (November 2009 - December 2010)

Responsibilities:

- Audit: Assisted in SOX compliance audits for various entities, assisted in developing and implementing audit matrix for America's operation under IT, accounting and operations, internal control and risk compliance addressed, SAS70, SSAE16
- Revenue Accounting: revenue recognition on all active wells in Alaska, Angola, Sakhalin and Kazakhstan, preparing ad-hoc reports for daily monitoring pipeline commodity sales and discrepancy, recording monthly accruals, revenue variance, wire transfer requests, and account reconciliations, third party invoicing and billing
- SEC: Creating taxonomy documents for various entities for previous year SEC filings (10K and 10 Q), reviewing of financial reports (B/S, P/L) and providing reconciliations and adjustments
- with subsidiary entities overseas, preparation of VAT and financial statement packets (BS, PL)
- Cost and budget variance analysis documentation and implementation
- Business Analyst: Complete software implementation process of SAP and Salesforce software (planning, execution, reporting, and field work), user training scheduling and assistant for operations and financial department

Exxon Mobil

Business / Financial Analyst (February 2009 - November 2009)(Contract)

Responsibilities:

- Audit: Assisted in an Internal audit for operations and accounting, SOX compliance matrix use and implementation, internal control and risk compliance addressed, ISO27001, ISO9001
- Revenue Accounting: revenue recognition on all active wells in Angola, Libya, Gulf of Mexico and Nevada, preparing ad-hoc reports for daily monitoring pipeline commodity sales and discrepancy, recording monthly accruals, revenue variance, wire transfer requests, and account reconciliations
- General accounting - GL, adjusted general entries, reconciliations, monthly reporting (month-end close), heavy invoicing, billing, and payments, Financial Statement preparation (BS, CF, IS), GAAP Accounting Standard
- Contract and lease documentation and evaluation
- Business Analyst: ERP Software (Bolo, Oracle, Peoplesoft (HR)) audit and internal control risk evaluation, software security assessment, control procedure walk through via client and recommending development of future processes

Chevron

SEC Accountant (September 2008 - January 2009)(Contract)

Responsibilities:

- General accounting-journal entries, reconciliations, monthly reporting (month-end close), and daily accounting transactions, ISO 9000 quality control compliance matrix for year-end audits
- Preparation of monthly financial reports (BS, CF, IS), GAAP Accounting Standard
- Cost accounting process-quarterly / yearly physical inventory reconciliation and adjustment, updating standard cost inventory ISP, working on activity-based costing (ABC), mass allocations, depreciation and immortalization (Form 4562)
- Prepare and file federal and state corporate, partnership and trust tax returns for company and its subsidiaries, employee tax forms
- Work alongside an outsourced SEC Accountant in preparing SEC filings on form 10Q, 10K, updating the company's accounting policies, and coordination of external auditors quarterly reviews and annual audits

Energy Transfer LP (HPL)

Credit Analyst (May 2008 - August 2008)(Intern)

Responsibilities:

- Manage online trading platforms : entails comprehension and analysis of debt management ratios, profitably, solvency and liquidity measures
- Calculate daily margin requirements, making margin calls as required and responding to demands for margin; mitigating exposure to each counterparty where necessary through appropriate credit mitigation tools (i.e. margining, prepayments, guarantees), application via ROMEZ, ARMZ, DnBi and SAP
- Spread financial statements in the scoring mode and publish a credit write-up incorporating a quantitative and qualitative analysis (10-K, QFR , 10-Q etc), SEC reporting
- Evaluate the creditworthiness of energy trading counterparties by performing financial and qualitative analysis
- Run daily credit exposure reports, periodic liquidity risk analysis, and ad-hoc reports
- Worked with traders and schedulers in auditing a system configuration of accessibility of locking and unlocking trades

BP

Financial Analyst Intern (December 2007 - April 2008)

Responsibilities:

- SOX - Drafted, implemented and completed a pre-audit testing matrix for external and internal auditors, generated weekly SOX report for controller and management review, SAS70, ISO9000
- Gathered documentation for assigned projects from various resources i.e. personal and technical (SAP, Oracle, Nucleus), processed in accordance to procedure, heavy liaison between IT and Accounting in order to account for proper company control system standards (three-way matching)
- Cognos reporting and Natural Gas invoicing, Analysis of financial documents, invoices, charts, SAP spreadsheets for budgeting, settlement and reconfirmation purposes
- Assisted in basic fixed accounting operations, i.e. compile, calculate, review and code, monthly gain/loss on asset disposals and depreciation expense, reconciliation between GL and SAP
- Assisted in basic cost accounting operations, i.e. cost variance analysis, month-end close and internal reporting (budgeting for company success), Cost Accounting Standard (CAS)

PCP Drilling Inc.

Accounting Clerk (July 2005 - September 2007)

Responsibilities:

- Review and audit of invoices and other claims of payment, Preparing and processing purchase orders, invoices, check requests, manual checks, and contract payments, Prepare reports on revenue and expenditures, AP and AR, third party invoicing and billing
- Perform payroll related functions including the reconciling of payroll and attendance reports and various payroll contributions report records
- Respond to questions from departments regarding account number, balances, and correction of posting errors, Preparing and editing organizational publications for internal and external audiences, Post general ledger entries and assist in account reconciliation
- Assisted in various SOX compliance audits.

HONORS/EXTRACURRICULAR ACTIVITES

- Recognized in National Deans list 2004-2009
- Member of Honor College 2004-2009
- National Honors Society 2004-2009
- Alpha Phi Omega (APO) - Fellowship Vice President

Scholarships:

- Bauer Scholarship (GEM Finance Program)
- Honors College Scholarship

SKILLS

- Proficiency in Microsoft Word, Excel, PowerPoint, Access, Quickbooks, SQL, BOLO, Dynamics AX, Great Plains, Peoplesoft, SAP, Hyperion and Oracle.

REFERENCES

Available Upon Request