

# PATRICIA JOYCE

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## OBJECTIVE

To contribute five years of experience as a controller in manufacturing settings, as well as MBA degree, to your organization in a controller capacity.

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## PROFESSIONAL PROFILE

- Results-oriented MBA-level professional controller with significant and progressive experience boosting productivity, cutting costs, and fostering efficiency in a manufacturing setting; proven track record with both numbers and employees managed.
- Exceptional problem-solver and decision maker with diverse experience in finance, accounting, and all aspects of office operation, as well as expertise in general accounting, payroll taxes, analysis, management, budgeting, cash management, cost accounting, management reporting, inventory, payroll, accounts receivable and payable, and information systems.
- Strong leader/manager of personnel with unsurpassed interpersonal skills and experience managing small and large departments.
- Enthusiastic communicator with proven analytical skills to develop detailed reports.
- Competent multi-tasker who adheres to proper accounting policies and procedures.
- Big-picture visionary with ability to understand how daily operations shape results and goals.
- Computer-literate performer with extensive technical proficiency covering wide range of applications and platforms, including Syteline, AS 400, and software programs including MS Excel, MS Word, MS Office, Lotus Notes, Report Smith, FAS Encore, and SQL Server.

## AREAS OF EXPERTISE

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|------------------------------------|--|-------------------------|-----------------------------|
| • Accounts Payable and Receivable  | • Financial Statements                   | • Journal Entries       | • Schedules of Depreciation |
| • Asset Management and Disposition | • Financial Systems                      | • Management Procedures | • Spreadsheets              |
| • Auditing                         | • General Ledger                         | • Payroll Worksheets    | • Worker's Compensation     |
| • Bank Reconciliations             | • Inventory Audits                       | • Payroll Processing    | • Wage Withholding Orders   |
| • Cash Control                     | • Internal and External Review Processes | • Quality Assurance     | • Year-end Tax Closings     |
| • Cost Accounting                  | • Invoicing/Client Billing               | • Records Examinations  |                             |
|                                    |  | • Sales Forecasting     |                             |

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## PROFESSIONAL EXPERIENCE

**Tax Accountant, Video Snoops**, Houston, TX, 2003 to present

- Perform all tax reporting for small video surveillance firm.
- Recovered \$120K in past-due receivables.
- Key closing entries via Syteline systems and MS Excel spreadsheets.
- Process hourly payroll using ADP software.

**Manager – Administrative Services, Genesis Associates, Houston, TX, June 2000 to Aug. 2003**

- Oversaw office service areas of a “dot.com” software and Internet application company, including purchasing and vendor relations, land and wireless phone systems, insurance coverage, reception, copy centers, office assignments, travel arrangements, kitchen upkeep, facilities management, and meeting/event planning.
- Supervised staff of four who provided support to sales, marketing, executive, and accounting teams.
- Cut \$15K monthly food budget by 15 percent while still maintaining three fully stocked kitchens.
- Planned three large company events, including a two-day retreat, and kept them under budget.
- Located and negotiated temporary office space downtown for a six-month period.

**Firm Administrator, Madewell, Baker, and Lifton, Ltd., Houston, TX, Aug. 1999 to June 2000**

- Maintained day-to-day internal operations of \$19-million law firm with three office locations.
- Directed operations of secretarial staff, library, file room, mailroom, reception, human resources, computer network, and accounting.
- Managed all banking relations.
- Managed five professional staff members and 60 additional staff members.
- Completed three build-outs in two years, including two in state and one in Cleveland, OH, that required finding acceptable space.
- Collaborated with architects, designers, contractors, suppliers, and city officials on all build-out phases.
- Installed new integrated accounting system to ensure year 2000 compliance, including converting three past years of data for historical/report purposes.
- Upgraded payroll system from manual to online ADP system.
- Wrote several Crystal reports on new system to improve data presented to management committees.

**Controller, Hopkins & Thornton, Houston, TX, April 1994 to Aug. 1999**

- Oversaw financial operations for \$90-million law firm with three major office locations.
- Managed general accounting, internal and external report generation, budgeting, forecasts, all tax deposits and filings, banking relations, and financial data entry.
- Performed accounting functions and total administration of HR10 retirement plan program, including full range of management of these accounts: payroll deductions, establishing investment accounts, account buys and sells, quarterly statements, and annual reports to both individuals and the federal government.
- Supervised eight degreed personnel and 11 clerical personnel.
- Successfully managed a merger between two firms with equal client bases..

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## EDUCATION

- *Master of Business Administration*, University of Houston, Houston, TX, 2002
- *Bachelor of Science in Accounting*, Ball State University Muncie, IN