



CERTIFIED PUBLIC ACCOUNTANT

Financial and general management professional with over 35 years experience in a variety of privately owned companies. Experiences include financial accounting and reporting; asset acquisition, maintenance, and sale; initiation and maintenance of banking and lender relationships; project management; and process automation. Mr. Doe also has experience in Chapter 11 bankruptcies, both corporate and personal, including the giving of depositions and court appearances, monthly report preparation for the court, and the management of both scheduled and proofs of claim.

Core Competencies

- * General Ledger Accounting
- * Financial Statement Preparation
- * Cash and Fixed Asset Management
- * Payroll and Payroll Tax Returns
- * Project and Personal Management

Education

University of Toronto
Accounting course work for CPA certification

University of New York
Bachelors of Science, Commerce
Cum Laude

Professional Certification

Certified Public Accountant, Toronto

Experience

East Coast Management, LLC

2006 – present, Owner/CPA
Professional multi-family office for high asset, high activity clients

Selected Accomplishments

- ✓ Management of the daily financial and personal affairs of six to eight clients including asset management, financial analysis and reporting, professional representation, banking, and minor personal needs

MDGI, Inc.,

1996 – 2006, Controller/CFO
Managed financial accounting and reporting for telecommunications start-up company

Selected Accomplishments

- ✓ Designed and implemented financial recording system for start-up company
- ✓ Personally maintained all general ledger accounting functions including accounts payable and receivable, financial statement preparation, payroll tax returns and cash management