

Linda R. Kirkwood
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Hudson, Ohio 44236
216.299.0906

WORK EXPERIENCE

Advance Vending Corp. 14600 Industrial Ave. S. Maple Heights, Ohio 44137
Bookkeeper (3/2011 – Present)

Responsible for the firm's accounts payable, accounts receivables, payroll, and cost accounting.
Managed all incoming and outgoing cash for all route drivers.
Responsible for the day-to-day management of all office functions

TheWineBuzz Magazine 3105 Lincoln Blvd. Cleveland Heights, Ohio 44118
Account Executive (2/2010 – 3/2011)

Responsible for establishing new accounts, and selling ads and listings to new clients in the wine, fine food, craft beer, and spirits industry, and expanding the craft beer section of magazine.
Work tastings, festivals, and events

The Beck Co. 10701 Broadway Avenue Garfield Heights, Ohio 44125 3/1989 – 3/2010
Office Manager & Treasurer (1992 – 2010)

General Manager & Executive Assistant to the President

Responsible for assisting the Owner/President with scheduling and making all business decisions
Responsible for the day-to-day management of all office functions, including staff of 30 individuals, and budget of \$2 million dollars.

HR Coordination

Manage all company staffing, terminations, recruiting, benefits & bonuses, workers compensation, payroll, and general events planning.

Operations Management

In charge of procuring all office materials from various vendors, overseeing inventory control and distribution, and management the general administrative activities of office.

Treasurer

Manager of the company's finances.

Responsible for managing the firm's investments and accounting processes, including forecasting, planning, and budgeting company's \$2 million budget.

Routinely analyze balance sheets, income statements, and cash flows to determine the financial stability of the organization.

Manage the IRA plans, multi-city tax returns, the investment of capital, and the month end accounting procedures.

Accounting Clerk (1990 – 1992)

Responsible for the firm's accounts payable, accounts receivables, and general cost accounting.

Assisted Treasurer with journal entries, financial analysis, and various accounting functions that helped me better understand the company's financials.

Secretary (1989 – 1990)

Administrative duties – filing, receptionist work, scheduling, office assistant.

COMPUTER SKILLS

Very proficient with Peachtree Accounting Software, Microsoft Word, email, and the Internet. Working knowledge of Microsoft Excel and PowerPoint software. Basic understanding of Windows computer platforms.

SOFT SKILLS

Extensive managing and leadership experience.

Extremely analytical and detail-oriented.

Quick learner.

Responsible, reliable, and hard-working.

EDUCATION

Cuyahoga Community College Parma, Ohio 1990

Maple Heights High School, Maple Heights, Ohio 1988