

# RITA KIEN

## ACCOUNTANT

Energetic self-starter and volume producer, readily adapting to changing priorities. Exceptional management skills in customer and vendor relations, coupled with strong business management experience in small to medium sized companies. Proven interpersonal and organizational skills with track record in training staff to carry forward improvements in business operations. Key areas:

- Profit & Loss Analysis
- Team Supervision & Training
- Excel, Word, Internet, E-mail, Great Plains
- Financial Reporting
- Auditing
- Public / Private Sector Experience

## PROFESSIONAL HISTORY

Telemedia, Inc. • Buffalo Grove, IL 1997 to 2006  
**Accounting Manager**

- Supervised a staff of three people.
- Maintained the financial records on all company transactions and assets.
- Prepared financial reports that outlined the company's financial position for guidance of management.
- Analyzed financial accounts monthly and at year-end for audit purposes.

Once Upon A Bagel, Inc. • Highland Park, IL 1994 to 1997  
**Business Manager**

- Hired by company owner to define and implement systems to control company's expanding business.
- Reorganized office procedures to ensure proper accounting for receivable and payable accounts.
- Analyzed, purchased, installed and implemented PC-based system and software to track company's wholesale business, enabling 100% growth in wholesale sales in three years.
- Organized day-to-day office procedures including benefits administration and data processing.
- Managed accounts receivable, increasing speed of collections and cash flow.
- Controlled accounts payable, taking advantage of allowable vendor discounts.
- Implemented controls resulting in number of cost saving for three years.

Robert Half -Accountemps • Chicago, IL 1993 to 1994  
**Administrative Assistant**

- Reported directly to the Assistant Vice President of Merchandising of BT. International Office Products, United States headquarters.
- Compiled and distributed information on vendor rebate programs for over 100 companies.
- Generated billing and performed collection procedures for annual catalog and quarterly flyer publications resulting in additional \$2.5 million annual volume.
- Wrote collections procedures manual resulting in 50% increase in cash collections over previous year.

**Various Temporary Assignments** 1992 to 1993

- Performed data entry, billing and filing duties for variety of companies.

## **ADDITIONAL EXPERIENCE**

- Owned retail gift and engraving stores. Responsible for all business operations that resulted in company growth from two to five stores.
- Held positions of increasing responsibility at various public accounting firms.

## **EDUCATION**

**Bachelor of Science (BS) Accounting** Roosevelt University, Chicago, IL