



Compass CPA Group

STAFF PROFILE, CATHY – SPECIAL PROJECTS

CAREER SUMMARY

Experienced in consulting with area businesses to help them manage, maintain, & grow their businesses through various service offerings.

EDUCATION

Data Processing Certificate, May 1983

Springfield OH

PROFESSIONAL EXPERIENCE

Special projects effective February 2009

Completed six years as bookkeeper for various family-owned businesses. Responsibilities included accounts payable, accounts receivable, reconciling credit card statements for multiple corporate cardholders. Reconciled monthly bank statements, prepared special reports and management reports, and prepared sales tax.

Completed twelve years as a customer service representative and typesetter. Assisted customers with orders, quoted print projects. Watched the organization triple in size over her tenure.

PERSONAL INTEREST AND COMMUNITY SERVICE

Cathy is married to Jerry. She raised her children as a stay at home mom during their grade school years and has been involved in her children's schools as an assistant and volunteer on the PTO board.

“Let us help you set your direction.”

435 Ann Street • New Haven, IN 46774 Phone: 260-749-2200 • Fax 1-866-788-9789