

CHRISTOPHER ALLEN ROSE

4118 BROADWAY #2 • OAKLAND, CA 94611 • PHONE (510) 207-4463 • CHRIS@TEAMGEL.COM

CSUMMARY OF EXPERIENCE

I have over six years of experience with accounts payable, accounts receivable, and payroll. I also have experience managing a retail store with supervisory & operations responsibility. Loyalty, dedication, reliability, and service orientation have been the hallmarks of my professional career.

PROFESSIONAL EXPERIENCE

- | | | |
|----------------------------|-----------|--|
| Manager | 2013-2013 | Nest Bedding
Albany, CA |
| Pantry cook/cashier | 2012-2013 | Today's Special
Berkeley, CA |
| Line/prep cook | 2011-2012 | Encuentro Cafe
Oakland, CA |
| Cashier | 2010-2012 | Whole Foods
Berkeley, CA |
| Accounting Analyst | 2007-2010 | Accountemps
Oakland, CA |
| Accounting Analyst | 2001-2007 | Cody's Books
Berkeley, CA |
- *Accounts Payable Clerk:*
 - Verify invoices for accuracy
 - Enter invoices and credit memos in internal accounting system after assigning the correct coding
 - Prepare and audit month end accruals including details on returns, miss-ships, and damaged goods
 - Prepare vendor statements
 - Reconcile vendor payments against general ledger
 - Generate financial reports daily, monthly, and annually for the Controller and the Promotions Director
 - Assist Controller with discrepancies and special projects
 - Maintain relations with vendors
 - Update departmental training manual, train employees
 - Maintain files
 - *Accounts Receivable Clerk:*
 - Maintain accounts for corporate and educational institutions
 - Process deposits
 - Maintain cash receipts journals
 - Reconcile receivables to the general ledger
 - Point of contact for collections calls and letters
 - Maintain data and report on returns and credit memos
 - Update departmental training manual, train employees
 - Maintain files
 - *Interim Payroll Manager:*
 - Input recorded time to external payroll company for bimonthly pay issuance
 - Process new hire paperwork, promotions, health insurance enrollments and changes

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- Process terminations in compliance with union contracts
- Issue final pay checks
- Process retirement savings enrollment and changes

Film Associate

2000-2001

Ofoto.com
Berkeley, CA

Front End Supervisor

1999-2000

Wild Oats
Berkeley, CA

Store Manager

1998-1999

The Futon Shop
Berkeley, CA

- Responsible for the profitability and smooth operation of a newly opened store branch
- Maintain store inventory and merchandise store
- Maintain financial account of store
- Hire and supervise sales & delivery staff, train new employees, maintain staff schedules
- Authorize exceptions to company policies
- Oversee shipping & receiving
- Make bank deposits
- Attend meetings with business owners

EDUCATION

Laney College Undergraduate coursework

D-Q University Undergraduate coursework

SKILLS

- AP/AR (Great Plains accounting software)
- Payroll (Paychex payroll software)
- MS Office
- Retail management
- Operation of cash register and 10-key (by touch)
- Computer skills (PC & Mac), Typing (40 WPM)
- Carpentry/light construction, Culinary, Sales, Shipping & Receiving
- Exceptional communication skills

REFERENCES

Professional References

Debbie Moore
Cody's Books Controller
Supervisor
510-537-6777
510-816-6777

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Mark Literal

Cody's Books Accounting Analyst
Colleague
510-469-6946

Vigi Molifino

Cody's Books
Colleague
510-653-0911

Kenneth Stansburry

Whole Foods
Colleague
510-290-6938

Andrea Willums

Today's Special
Owner
917-459-9183

John Simoes

Nest Bedding
Colleague/Friend
510-332-0676

Personal References

Peter Gibson

510-517-2059

Todd Snyderman

510-759-3617

Brian Fullfrost

831-566-7686