

# CHRISTOPHER ALLEN ROSE

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

## CSUMMARY OF EXPERIENCE

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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

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<b>Manager</b>	2013-2013	<b>Nest Bedding</b> Albany, CA
<b>Pantry cook/cashier</b>	2012-2013	<b>Today's Special</b> Berkeley, CA
<b>Line/prep cook</b>	2011-2012	<b>Encuentro Cafe</b> Oakland, CA
<b>Cashier</b>	2010-2012	<b>Whole Foods</b> Berkeley, CA
<b>Accounting Analyst</b>	2007-2010	<b>Accountemps</b> Oakland, CA
<b>Accounting Analyst</b>	2001-2007	<b>Cody's Books</b> 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

<i>Film Associate</i>	2000-2001	<b>Ofoto.com</b> Berkeley, CA
<i>Front End Supervisor</i>	1999-2000	<b>Wild Oats</b> Berkeley, CA
<i>Store Manager</i>	1998-1999	<b>The Futon Shop</b> Berkeley, CA
		<ul style="list-style-type: none"><li>▪ Responsible for the profitability and smooth operation of a newly opened store branch</li><li>▪ Maintain store inventory and merchandise store</li><li>▪ Maintain financial account of store</li><li>▪ Hire and supervise sales &amp; delivery staff, train new employees, maintain staff schedules</li><li>▪ Authorize exceptions to company policies</li><li>▪ Oversee shipping &amp; receiving</li><li>▪ Make bank deposits</li><li>▪ Attend meetings with business owners</li></ul>

## EDUCATION

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<b>Laney College</b>	Undergraduate coursework
<b>D-Q University</b>	Undergraduate coursework

## SKILLS

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- 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

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### *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