

Application Materials

Position: Any Position

Location: SAN FRANCISCO, CA (SAN FRANCISCO - ~~415-596-9424~~)

~~Review Your Application~~

Please take a few minutes to review the following information before submitting your application.

Personal Information

Tina Lim Cape

415-298-5735

tinac.1975@yahoo.com

Address (do not enter PO Box):

138 Alexander Ave

Daly City, California 94014

United States of America

Secondary Phone: 415-596-9424

How Did You Hear About This Job? I was referred by a current or former employee

Availability

If hired, when would you be able to start? ~~6/4/2014~~ IMMEDIATELY

Work Preference: Any

Work History

United Meat Company Inc

May 2008 - January 2011

Job Title: Accounting Manager

City: San Francisco

State/Province: California

Country: United States of America

Phone Number: 415-864-2118

Supervisor's First Name: Phil

Supervisor's Last Name: Gee

Description of Responsibilities:

- Ownership of the general ledger and monthly close process
- Accurate and timely financial reporting to the President of the company and management.
- Monthly reconciliation of balance sheet and bank accounts.
- Monthly income statement flux analysis.
- Ensure appropriate internal controls and segregation of duties within a small accounting department
- Identify accounting staffing needs and work with senior management to fill those needs considering budgetary constraints
- Manage relationship with outside payroll vendor and prepare payroll and commissions for a small staff and large number of contract employees
- Ensure contract employees are appropriately classified and documented
- Oversee accounts payable process, with ownership of certain vendors and processes.
- Identify and implement process improvements that allow for improved internal controls and reductions in accounting work load
- Ensure revenue contracts are appropriately accounted for; identifying accounting issues and properly billed.
- Ensure timely collections of accounts receivable
- Oversight of tax preparation process using external tax preparer
- Annual budget preparation and analysis

May We Contact This Employer?: Yes

Reason for Leaving This Employer: Laid Off

CMC Promos

January 2006 - March 2008

Job Title: Sales Support Assistant

City: San Francisco

State/Province: **California**

Country: **United States of America**

Supervisor's First Name: **Zachary**

Supervisor's Last Name: **Tyler**

Description of Responsibilities:

Provide administrative support to the General Manager including scheduling, phones, and reports.

Provide sales support including mailing catalogs and samples, meeting minutes, and updating CRM database.

Perform light bookkeeping including invoicing, P.O.s, inventory control, and order entry.

May We Contact This Employer?: **Yes**

Reason for Leaving This Employer: **Quit/Resigned**

Education

Are you currently attending or have you attended high school? **Yes**

Name: **Lincoln High**

Do you have a high school diploma or equivalent certificate? **Yes**

Are you currently attending or have you attended college/university or trade/vocational school? **Yes**

Name: **City College of San Francisco**

How many years have you completed?: **3 years**

Degree: **Associate's Degree**

Field of Study: **Health Care**

Do you currently have any valid professional licenses or certificates ? **No**

References

Robert Tagao

Phone: **415-240-7957**

Company Name: **--**

Relationship: **Current or former manager/supervisor**

Chris Snodgrass

Phone: **415-840-2000**

Company Name: **Monster Cable Inc**

Relationship: **Current or former coworker**

Larry Quan

Phone: **415-802-8029**

Company Name: **Comcast**

Relationship: **Current or former coworker**

Previous Address

Have you lived at any other addresses in the past 2 years? **No**

EEO Questions

Gender: **Female**

Are You Hispanic or Latino? **No, I am not Hispanic or Latino**