

Application Materials

Position: Any Position

Location: SAN FRANCISCO, CA (SAN FRANCISCO - REDACTED)

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? 6/6/2014 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

6/4/2014

Review Your Application

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