

Michelle Chouinard Full Charge Bookkeeper

PROJECT SUPPORT

- Assists in contacting utilities, contractors, and engineers to get needed information to perform studies
- Compiles and delivers formal contracts and final reports for all power system studies
- Obtains project information needed for preparing quotations
- Delivers quotations and bids to clients
- In charge of invoicing and closing out projects
- Prepares project financial reports.

AREAS OF EXPERTISE

- Accounts payable and receivable
- Journal entries
- Account reconciliations and analysis reports
- Payroll
- Financial Advisor

COMPUTER SKILLS

- Proficient in the following computer programs
 - MYOB
 - QuickBooks
 - ADP
 - Microsoft Office Products
 - Realworld
 - FoxPro
 - Lotus Notes
 - Niku Portfolio Manager
 - Project Workbench

EMPLOYMENT HISTORY

- 2007 – Present: Full Charge Bookkeeper – PowerStudies.com, P.S., Covington, WA
- 2005 – 2006: Accounting Consultant - Robert Half International, Seattle, WA
- 2004: Bookkeeper/Office Manager - Melvin Signs, Inc., Danbury, CT
- 2004: Bookkeeper/Office Manager – Lulu's Sister, Newtown, CT.
- 2001-2003: Financial Analyst - Spear Technologies, Inc.
- 2001 Project Analyst/IT Finance – Reader's Digest, Pleasantville, N.Y.
- 1997-2000 Senior Accountant – GCS Services, Inc., Danbury, CT.

EDUCATION

- 2000 B.A. Business Administration – Western Connecticut State University
- 1995-1997 University of North Dakota
- 1994-1995 University of Idaho