

## Resume

**CASEY STOKES-MILLER, CB, CPB**  
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### I. Owner

*CAS Bookkeeping* July. 1998 – Present

- Setup bookkeeping accounts for new/young businesses
- Make regular journal entries to accounts
- Reconcile all bank and liability accounts
- Prepare monthly invoices for my client's clients
- Prepare quarterly reports and financial reports
- Work with each client's accountant on a regular basis
- Prepare bank drafts for client's signature, payroll and expenses
- Prepare information for accountant to finalize federal tax returns
- Accounts payable
- Accounts receivable
- Payroll
- State tax/payroll returns
- QuickBooks clean-up
- QuickBooks training

### II. Office Manager/Bookkeeper

*André Public Relations* Feb. 1996 – 1999

- Compile quarterly financial reports including P & L, balance sheet, L& I, state B & O, payroll and city tax reports
- Manage all banking matters including payables, receivables and credit applications
- Act as liaison with accountant, clients, vendors and account managers
- Administer all office operations including software, equipment needs, and supplies
- Develop and implement databases for client and media contacts throughout the US and Canada

### **III. Supervisor**

***Sears Roebuck & Company*** Nov. 1979 – May 1996

Promoted through the ranks from automotive installer to several supervisory positions.

- Coordinated all inventory procedures for the entire automotive department
- Managed a team of associates including scheduling, training and overall implementation of new and regular duties
- Independently supervised both day & nightshifts
- Interpreted the customer needs and effectively responded
- Supervised unloading of trucks containing incoming merchandise
- Initiate the daily opening of the main store and automotive building
- Facilitated inventory control systems for mens' and childrens' fashion merchandise

### **Education**

- Lake Washington High School, Kirkland, WA, 3.8 GP
- Edmonds Community College, Edmonds, WA, 4.0 GPA
- American Institute of Professional Bookkeepers,
  - *Completed the National Certification Program*

Courses completed:

  - *Mastering Adjusting Entries*
  - *Mastering Internal Controls and Fraud Prevention*
  - *Mastering Correction of Accounting Errors*
  - *Mastering Payroll*
  - *Mastering Depreciation*
  - *Mastering Inventory*

Currently enrolled in:

  - *Mastering Financial Statement Analysis*
  - *Mastering the Statement of Cash Flows*
- National Association of Certified Public Bookkeepers
  - *Certified Public Bookkeeper*
- Universal Accounting
  - *Completed and passed QuickBooks Specialist Program*
- Intuit®
  - *Certified QuickBooks ProAdvisor*
  - *Certified QuickBooks User*

**Professional Associations**

- American Institute of Professional Bookkeepers, #001384336
- AIPB National Certified Bookkeeper, #1366
- National Association of Certified Public Bookkeepers
- Minority & Womens Business Enterprises, #W2F4016749
- Dun & Bradstreet, #042043804

**Software**

- QuickBooks Pro/Premier
- Quicken 2001
- MS Word
- MS Excel
- MS Power Point
- Lotus Approach
- Intuit® : Certified Quickbooks User