

Gary McKinney

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OBJECTIVE

As you can see from my experience, I have worked in management where I have used accounting in managing my business. As I have gained experience throughout my career, I have come to realize that my future career path is in Accounting. I am looking for the position of Accounting Clerk or Bookkeeper to gain entry into the Accounting profession.

SKILLS

Motivation
Project Management
Sales/Marketing
Personnel
Financials
Training
Team Development
Communication

Process Improvement
Manufacturing Processes
Distribution
Logistics
Supply Chain Mgmt
Production Planning
Capacity Analysis
Problem Solving

MS Office
Power Point
MRP/ERP
J.D. Edwards and COGNOS
Database Management
Web Design
MS Access
Quickbooks

BOOKKEEPING

- Trained new hires on financial entries into accounting software
- Reviewed accounts receivables daily
 - Contacted delinquent accounts personally
- Inventoried raw materials and tracked via spreadsheet usage and orders at Chinnet

PAYROLL

- Entered hourly employees times at Terminix and reviewed employees hours at Chinnet
- Tracked employee sick days and vacation time
- Reviewed and posted monthly payroll for sales and salaried technicians
 - Corrected incorrect or missing sales commissions

DEPOSITS

- Prepared and reviewed deposits for daily posting
 - Reconciled transactions
- Delivered deposits to the bank
 - Checked receipts with the electronic posting

BUDGETING

- Generated and implemented budgets for my manufacturing plant at Flint Ink and branch offices at Terminix

P&L RESPONSIBILITIES

- Reviewed and corrected monthly P&L statements

OFFICE

- Handled all new hire paperwork including testing, employment verifications
- Handled all unemployment and workers comp claims for employees at branch
- Type 70+ words per minute

MANAGEMENT

- Operated Terminix branch in Chico and then San Rafael to correct longstanding financial difficulties
- Led the administrative, customer service, sales and technician teams at both Terminix branches
- Supervised activities at Flint Ink in: logistics, supply, production, quality control, ADAGE Material Resources Planning (MRP), safety and maintenance with a workforce of 18 hourly and 2 salaried employees

TRAINING AND MENTORSHIP

- Trained 5 new Termite sales inspectors, a telemarketer and two customer service representatives
- Safety and Environmental Health Coordinator for: training, establishment of policies, inspection and enforcement
- Developed new training guidelines and corrected process problems utilizing work teams

CHRONOLOGICAL EXPERIENCE

Service Technician	Clark Pest Control	2007 to Now
Branch Manager	Terminix International	2004 to 2006
Branch Process Manager	Flint Ink	2002 to 2003
Production Manager	Huhtamaki Americas/The Chinnet Company	1999 to 2001
Production Planner	Huhtamaki Americas/The Chinnet Company	1996 to 1999
Nuclear Plant Engineer	Knolls Atomic Power Laboratory	1993 to 1996

EDUCATION

BS Mechanical Engineering

University of Colorado at Boulder