

SALLY ROTHENHAUS

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SUMMARY

	Seeking employment with a company that values my experience as office administrator, bookkeeper, sole proprietor, trainer, and problem solver. Possessing strong analytical skills and creativity, I am organized and detail oriented, proficient with and quick to learn technology and software, and an excellent communicator in written and spoken forms. I am a professional, positive, energetic, and approachable representative of my employer.
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SKILLS

	Confidentiality <ul style="list-style-type: none">Familiar with the compliance and confidentiality requirements of the accounting, tax, and banking professions, as well as general office standards.
	Technology <ul style="list-style-type: none">Software: QuickBooks, Xero, MS Word, Excel, Publisher, Google Drive, Sheets, Docs, & Forms OpenOffice and LibreOffice Equivalents Adobe Lightroom, Photoshop, Indesign, Illustrator, and Acrobat Inkscape, Scribus, and GIMP Familiar with MS Windows, Linux (Ubuntu), casual use of iPad, Android, Html, CSSAdditional Tech Skills: Wordpress Design and Content Management, WooCommerce E-marketing using Constant Contact and MailChimp Social media savvy, including Facebook, Instagram, Twitter Recently assessed at over 10,000 keystrokes per hour, 97-100% Accuracy

EXPERIENCE

September 1992 - Present	Tax Advisor and Trainer, <i>Margaret Shepard d/b/a H&R Block</i> <ul style="list-style-type: none">Experienced at finding opportunities to reduce tax burdens while preparing accurate filings for individuals and small businesses, including clergy, LLC, LLP, Alternative Minimum Tax, investors, retirees, and US citizens working abroad.Past facilitator of 72 hour Comprehensive Basic Personal Income Taxes in a classroom setting, building a pool of qualified candidates for 'new hire' positions. Assist in maintaining high level of competencies by facilitating Advanced Topics Seminars for experienced tax preparers.
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<p>January 2000 - Present</p>	<p>Bookkeeper and Trainer, <i>Self - employed</i></p> <ul style="list-style-type: none"> · Experienced provider of accurate and timely bookkeeping and accounting services for small and medium sized businesses, using proprietary and commercial software. · Training for business owners and office personnel on the use of software and paper-based record keeping. Educate business owners and employees on the practical use of their records for meeting business planning goals.
<p>January 2000 - Present</p>	<p>Sole Proprietor & Professional Photographer, <i>cShoresal, Self-employed</i></p> <ul style="list-style-type: none"> · Experienced and skilled photographer, designer, producer, and marketer of photo gifts, using dye sublimation, metal working, wood working, and other techniques. Sales outlets include events, wholesale, and retail sales. All aspects of this business have been performed by me, including product design and development, marketing, web design, e-commerce management, and financial record keeping. Business includes online and event sales. · Frequent use of MS Word and Excel, Google Docs, Sheets, and Forms, Adobe Lightroom, Photoshop, and Indesign. Familiarity with Adobe Illustrator. Use of MailChimp for e-marketing. · WFSB Channel 3 Better Connecticut – October 2018 Featured segment covering my studio, photography, and birdhouse making. http://cshoresal.com/betterct/ · Old Saybrook Chamber of Commerce Calendar – 2014 Images published in this photo essay calendar featuring notable places and photographers from Old Saybrook. · Coastal Connecticut Magazine – Winter 2013 Issue Images published to accompany Sherri Daley’s article, “A Stupa Grows In Old Saybrook”. · Hartford: Photo Essay - Hartford Business Journal, 2012 Multiple images published in this photo essay on Hartford and the surrounding area. For use in corporate boardrooms and conference rooms, and for general interest reading. Photos include architecture, street scenes, patriotic and memorial, landscapes, musical instruments, and farm animals. · Connecticut’s Fife and Drum Tradition - Wesleyan University Press, 2011 Numerous images for photo-journalistic use in this history book covering a local genre of music and its traditions. Worked closely with the author and publisher to manage the preparation and organization of all images in this book, from various sources.
<p>September 2014 – November 2015</p>	<p>Assistant Office Manager, Bookkeeper, <i>Brewer Bruce & Johnson’s Marina</i></p> <ul style="list-style-type: none"> · Improved work flow procedures to reduce errors and redundancy and to increase efficiency. Created procedures manual to document processes. Accounts receivable, slips and storage contracts, banking, labor. Create and maintain work orders through billing for busy, 650 slip marina. Primary customer contact point on all billing matters. Assist primary finance position with special projects, including facility and event photography. Create informational and marketing email blasts. Work extensively with DockMaster, TaskIt Pro, Excel, Word, Outlook, Mail Chimp.
<p>March 2012 – January 2015</p>	<p>Bookkeeper, <i>O’Connor Insurance Agency</i></p> <ul style="list-style-type: none"> · Daily QuickBooks bookkeeping and other activities in support of the business owner and office manager. Interact with CPA and other professionals, meeting tax and other reporting deadlines. Frequent use of MS Office, including Word and Excel. Maintain confidentiality of company financial and payroll records and client information.

	<ul style="list-style-type: none"> Assist with creating and maintaining corporate image as photographer, producing professional staff photography.
September 2012 – September 2013	<p>Bookkeeper/Ass't to Dir of Operations, <i>Guest House Retreat and Conference Center</i></p> <ul style="list-style-type: none"> Daily QuickBooks bookkeeping and other activities in support of the Director of Operations. Maintained donor records and gift shop inventory. Responsible for creating e-marketing using Constant Contact. Frequent use of MS Office, including Word and Excel. Maintain confidentiality of company financial records and donor information.
June 1985 – April 1991	<p>Retail Banking and Broker, <i>Society for Savings</i></p> <ul style="list-style-type: none"> Built customer rapport as Customer Service Rep (Teller). Increased branch customer base while progressing through positions of Personal Banker and Acting Branch Manager, as well as Mortgage Originator and liaison to the Trust and Estate Planning Department. Built book of business as Registered Rep/Broker and Financial Planner.

UN-PAID POSITIONS

	<ul style="list-style-type: none"> Communications Manager – North Cove Yacht Club, Old Saybrook, CT. Produced monthly and other periodic newsletters, reports, flyers, and signage. Managed budget and directed committee. Cultural Arts Programming Coordinator for Elementary and Middle Schools - Event Programming - Successfully coordinated resources under time and financial pressures. Grant-writing. Home School Educator - organized and facilitated learning opportunities for family and homeschool association groups. Juvenile Diabetes Research Foundation: Mentor for families of those newly diagnosed with Type 1 Diabetes. Misc: Records keeping for several 501c3 Qualified non-profit organizations, including timely and accurate filings of IRS Form 990, 990EZ, and 990-N.
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EDUCATION

February 2017	XERO Certified Advisor XERO Bookkeeping
May 1983	Bachelor of Science, <i>St. Lawrence University</i> Psychology, Sociology, Mass Communications, Economics Emphasis in Marketing and Business
January 1989	Series 7 General Securities Representative License
September 1995	CFP; Certified Financial Planner, <i>College of Financial Planning</i> (Masters equivalent)