

TO: Prospective Employer:

This letter serves as my introduction to you. I know that your time is valuable, so I hope to address a few of your initial questions at this time. While I have worked since I was 18 years old (my first job being employed by the State of Kansas), I created this summary recap back to only 1984 in the interest of some brevity.

With a wide background of **experience** in business, my past positions required specific **detailed** reporting to superiors; a high degree of **responsibility**; and the careful monitoring of, and guidance offered to, those individuals for whose work I was also responsible. I take my work very seriously, and return to my employer intensive **conscientiousness** toward performance of my duties. I also have a long-standing work ethic, which often calls me to go above-and-beyond the job at hand -- as well as a strong sense of **initiative**.

In my production and office management positions, I excel in **identifying goals** to be met, and **persevering** to achieve those goals, if not surpass them. In managing personnel, I attempt to acknowledge the differences in personalities and work-styles that exist among numerous employees, their desires to excel in their jobs, and yet make sure that the performance of each will **maintain standards**. I believe strongly in a congenial and nurturing atmosphere, and its power to promote exceptional work.

My accounting background is always a plus to any job situation, because of my insistence for **accuracy**. As there are few jobs that do not require numeric reporting and tracking, I find it **easy to adapt** into various positions that require detailed attention, careful timing or the maximized efficiency of equipment and personnel. I have had wide exposure to many business types and industries, through my work with small-business financials in a CPA environment, and my own self-employed services to the public. Working with clients to advise and consult with them these past twenty years has taught me the value of **personalized service** to retain my clients' loyalty. Also because of this work, I have been relied upon for my practice of **confidentiality and discretion**, which is necessary for clients' trust.

I hope, then, that you have gained insight into my work history, and some insight into me personally. I look forward to hearing from you soon.

Sincerely,
Debby J. Bilyew

Please go to website www.taxndata.com anytime, to print my complete résumé. Or, request a postal copy be sent you by sending message to the email address shown on the final [EXIT] page of this website. Please put "Request mailed resume" in the SUBJECT line of your email.

Debby J. Bilyew ~ [Phone] 620-793-7446 ~ [Fax] 877-374-6798

PROFESSIONAL QUALIFICATIONS

Organization/Management Skills

- Proven responsibility for successful revenue production.
- Well-versed in scheduling to obtain maximum use of resources, meet deadlines and plan for last minute changes.
- Experienced in working in an environment that demands strong attention to detail.
- Adept in making judgment calls and quick decisions.
- Extensively knowledgeable in all aspects of business operations and, most importantly, sales and profits.
- Effective in marketing and promoting customer satisfaction.
- Successful in adapting to change, recognizing the need for change, and in developing and implementing innovative ideas and programs aimed at increasing efficiency, and communication between departments.
- Capable of managing accounting, purchasing, and human resources management simultaneously.

Customer Service and Employee Relations

- Instrumental in implementing quality controls for customer service to exceed customer expectations.
- Excel in maintaining congenial and ethical relationship with vendors and customers.
- Effective in giving detail attention to service and time schedules to promote customer satisfaction.
- Proven ability to develop an employee atmosphere that allows and encourages employees to participate in the decision-making process.
- Experienced in interdepartmental communication to insure successful interaction, as well as coordinating work requirements with other departments.
- Able to manage staff to maintain a pleasant customer and employee environment.

MAJOR ACCOMPLISHMENTS

- *Converted many hand-written accounting systems for clients to computer-generated reporting and tracking systems, and provided consulting services for clients.*
- *Established goals for employees to achieve. As a result, noticeably increased employees' desires to attain maximum performance.*
- *Created new report plotting historical trends and developed projections for 9 months out. This allowed us to adjust our staffing, sales and pricing strategies.*
- *Supervised the production activities of a staff of 45 (+/-) workers.*
- *Resolved on-going customer problem area and re-established company image with 3rd party brokers.*

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Additional Business Experience

- Proficient in Windows, Windows networks and many various related computer applications for a variety of purposes, including accounting, spreadsheets, word-processing, database management, specialty promotional designs. Enjoy web-page development and am knowledgeable in HTML language for Internet design, authoring, and maintaining websites.
- Experienced in electronic on-line banking and cash records, electronic payroll and income-tax payment transmittals, internet and on-line activity, and managing \$2.5-million(+) income and dispersal per month, as well as the maintenance of clients' bank accounts (23 separate bank accounts management simultaneously).
- Knowledgeable in tax laws, as applied to business, and Human Resources laws and issues.
- Prefer a working association with businesses who are technologically "in-touch", demonstrate progressive attitudes, and a desire to try new and innovative ideas in business.

EMPLOYMENT HISTORY

Office Manager / Owner

About Boats 'N Sports

Elephant Butte, NM

2008 - 2010

Sole-proprietor / Owner

Accu-Tax Services accounting/tax services

Great Bend, KS

2002 - 2007

Office Manager / Grain Accountant

Pawnee County Co-Operative Assn.

Great Bend, KS

1999 - 2002

Management Accountant

Benefit Management., Inc.

Great Bend, KS

1996 - 1999

Sole-proprietor

Self-employed real estate broker

Denver, Colorado

1994 - 1996

Accounting & tax services

Production Manager

Poly-Converters, Ltd.

Pueblo, CO

1991 - 1994

Controller

Engineered Laminates, Inc.

Lenexa [K.C.], KS

1988 - 1991

EDUCATION

Brown-Mackie Business College, Accounting, 1972
Kansas State University, Economics & Computer Science, 1981
Continuing CPE Tax Preparation and Tax Issues
License: Real estate broker for the State of Colorado

PAST ASSOCIATIONS

National Society of Tax Professionals
South Metro (Denver) Chamber of Commerce
Denver Business Women's Network
International Association of Home-Based Businesses
Institute of Management Accountants

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BUSINESS OWNER HISTORY

- 1984 – 2017 Thirty-three-year history of services offered to the public, including computerized financial accounting compilations, payroll records and reporting, tax preparation, business advising and consulting, and other business services relevant to small business owners.
- 2008 – 2010 Boat and RV repair shop offering maintenance and servicing for boats, RVs, jet skis, scooters, ATVs, and autos. Business also performs diagnostic check-ups, offers fiberglass body work [refinishing and/or rebuilding], boat detailing, and other special services.

PROFESSIONAL BACKGROUND AND BUSINESS EXPERIENCE

- 1999 - 2002 **OFFICE MANAGER**
agricultural grain elevator and fertilizer/herbicide/insecticide application services for local farmers. Responsibilities included all invoicing and receiving payments of customers, grain accounting, inventory accounting, customer service on-site, and hiring and supervision of temporary harvest employees. Webmaster to company website.
- 1996 - 1999 **MANAGEMENT ACCOUNTANT**
third-party administration of health-care benefits serving employer-groups in the processing of health, dental, and life insurance claims, COBRA administration, and flex-spending benefit accounts.
- 1994 - 1996 **COLORADO REAL ESTATE BROKER**
serving residential and commercial clients' real estate needs. Responsible for fulfilling clients' requirements and needs, and completing transactions according to law and client satisfaction.
- 1991 - 1994 **PRODUCTION MANAGER**
manufacturing facility: principle product manufacture /printing / conversion of plastic film into retail shopping bags. Responsible for scheduling orders, completing orders according to specs, reporting of production statistics, production floor employees, and problem-solving.
- 1988 - 1991 **CONTROLLER**
manufacturing facility: principle product lamination of auto upholstery fabrics for shipment to automobile plants. Responsible for all phases of accounting, financial statement reporting, and payroll, as well as purchasing and Human Resources. Designed, implemented and staffed newly-formed purchasing department.

PROFESSIONAL AREAS OF EXPERTISE

Computerized accounting & MSOffice programs	WINDOWS XP and components
Electronic/telephony communication devices	Supervision of employees & scheduling
Extensive organizational & efficiency skills	Legal contracts & Federal tax laws
Human Resources management & laws	Purchasing and financial management
Internet research and utilization	Website construction and maintenance

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Commonly-used software packages: for work, enhanced solutions, and problem-solving

TaxACT Software (1040 & 1120) by 2nd Story Software, Inc.:

Computerized tax preparation software for individual clients and businesses. Performed by stand-alone-software entry, or direct-to-Internet entry. Am enrolled to file electronically (EFT program preparer) with the IRS and State Revenue depts.

Quickbooks, Quickbooks Payroll, and Quicken Deluxe:

Applied accounting principles, such as: Asset Tracking, A/P-A/R, Financials compilation, and Payroll activities.

COBRA Management:

Utilize G.Neil Co. packaged software for employee COBRA management (insures Federal legal regulations compliance).

Online Banking & Monetary Solutions:

All online banking functions, including account opening, tracking, reconciliation to book balances, investing in best solutions for growth potential, and electronic transfers. Routinely use ACH programs for bank transfers. Developed ACH for use in setting up employee direct-deposit of payroll checks.

EFTPS Online & Stand-alone Software:

Experience with Electronic Federal Tax Payment System (EFTPS), "one of the most successful federal government programs undertaken in recent years." Quote from: <http://www.eftps.gov> website.

Roxio, NeroBurn, EO Video:

Conversions, enhancements and manipulations of audio and video formats (.MPEG, .AVI, .WAV); conversions to create VCD's, SVCD's and DVD's. Also convert 8mm and VHS formats to digital media, and audio cassettes to digital media.

Adobe Acrobat (PDF Format Solutions):

Documents converted to Portable Document Format (.PDF) for large printouts, fill-in forms, and correspondence suitable for emails and web postings. Utilization enables business, creative, and engineering professionals who work with graphically-complex documents to improve the reliability and efficiency of business-critical document exchange.

WINZIP and WS_FTP:

WinZip compresses large files (or a large number of files) into one file, for easy sharing. Files can then be uploaded to the Internet, through use of WS_FTP.

EXCEL & WORD (Microsoft Office packages):

Spreadsheet solutions for tracking and calculating information, and word-processing to create correspondence, forms, newsletters, etc.

POWERPOINT (Microsoft Office packages):

Create presentations in picture format & slide shows for viewing on computers in a group setting, or viewing on the Internet browser.

Adobe Photoshop & JASC Paint Shop Pro:

Photo formats manipulation, TIF-file creations for emails and web postings, special effects applied to photographs.

Epson scanners (photo scans & OCR document scans):

All are used to modify photos appearance or file format, or to convert photos from other media into computer file formats. OCR format scans documents that can be then be text-modified, and modifications re-saved.

PcAnywhere (host-to-remote computer access):

Program designed for remote access to a host computer, enabling work completion from remote locations. Commonly utilized when necessary to be away from primary PC. However, has also been used in a problem-solving setting, to gain access, when normal satellite reception has failed due to weather, equipment failure and other natural impediments.

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