

### HIGHLIGHTS OF QUALIFICATIONS

- Exceeded expectations on my last 2 reviews at A&B and received an A&B award (given to 15 out of over 600 employees) for my performance in 2021.
- Assisted in A&B's ERP implementation for 2022 and led the ERP implementation for Union Mak (2023).
- Performed variance analysis for BS and P&L accounts
- Extensive use of Excel
- Highly diversified portfolio of responsibilities in accounting and operations that has helped with seeing the overall "big picture" of the needs of a company.
- Worked with management on and pushed for automations in our Pcard, AP, AR, and approval processes at Alexander & Baldwin, as well as leading these same initiatives at Union Mak
- Present financial analysis findings to management and CEO

### PROFESSIONAL EXPERIENCE

#### Owner (Manager)

Tinkerton, LLC dba Uncook My Books, Honolulu, HI

December 2018 to Present

- Clean up mismanaged ledgers for up to 2 years.
- Calculate and file general excise tax returns while finding legitimate deductions and exemptions.
- Setup QuickBooks Online, Patriot (Payroll) Software, Restaurant365, Yardi Breeze
- Categorize transactions.
- Reconcile bank and credit card statements.
- Provide Balance Sheet and P&L reports to clients.
- Train offshore workers how to complete the above tasks so they can assist.
- Provide business consulting services

#### Accounting Manager

Union Mak Corporation, Honolulu, HI

June 2022 to June 2024

- Cleaned up 2 years of poorly kept books upon entering the role.
- Assisted Owner/CEO in strategic planning of the company's rapid growth agenda.
- Upgraded technological processes and equipment in the company on a tight budget.
- Implemented new controls in the company, both for back-office support and operations.
- Saved the company approximately \$70k in annual GET by executing proper filing.
- Guided the owner on accounting and business practices for long term success.
- Research, present, and implement a new ERP (Restaurant365) to transition from QuickBooks Online and other software.
- Interviewed, hired, and trained a new accounting staff.
- Trained 2 restaurant support clerks (non-accountants) in accrual-based accounts payable.
- Made it possible for office employees to work from home in case anyone had to quarantine.
- Invoiced hotels for voucher partner program.
- Reviewed leases for both accounting and operation purposes.

#### Accountant

Alexander & Baldwin, Inc., Honolulu, HI (NYSE: ALEX)

March 2019 to June 2022

- Trained 4 new AP Clerks in fulfilling Accounts Payable duties.
- Entered Pcard expenses while also creating/editing the choice architecture for users to increase efficiency
- Closed Capital Expense projects to place assets into service
- Ran depreciation for fixed assets
- Booked RSU, pension, intercompany, workers' compensation accrual, and nearly any miscellaneous entries
- Reconciled CERs, bank accounts, Pcard transactions, and annual Hawaii general excise tax payments
- Reviewed, post, and train others on all entries mentioned above (as my manager tried to push for my promotability)
- Created the 1099 file for our 3<sup>rd</sup> party to file and mail out 1099s on our behalf, and create manual 1099s for the Board of Directors.

**Accounts Payable Clerk III**

Alexander & Baldwin, Inc. (12/16 – 3/17 contracted via Kumabe HR)

December 2016 to March 2019

**Was Responsible for:**

- Calculating, recording, and filing Hawaii General Excise Tax and Use Tax monthly.
- Producing weekly check disbursement and reports related to accounts payable.
- Maintaining detailed schedule and reconciliation of assigned accounts.
- Act as liaison between vendors and Corporate Accounting.
- Utilize Oracle's JDE and Hubble for: all check disbursements, check registers, reconciliation reports, vendor reports, year-end reports for Form 1099 data, and updating of vendor identification file.
- Researching invoice records for confirmation of payments, vendor balances and other specialized information as required.

**Financial Planner**

World Financial Group, Honolulu, HI

August 2016 to February 2017

- Assist clients with personal financial statements
- Taught debt management structuring
- Modify Life Insurance and other financial policies into retirement vehicles with living benefits
- Roll over retirement accounts
- College Coach certified to assist families in planning for college

**EDUCATION**

- Associates of Science – *magna cum laude* Volunteer State Community College,
  - Concentration: Accounting
- Graduated *summa cum laude* (3.98 GPA) from Hawaii Pacific University with a BSBA in Accounting
  - Graduated May 8<sup>th</sup>, 2021