

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 3rd 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 8th, 2021