

MICHELLE CHOUINARD

VICE PRESIDENT / CHIEF FINANCIAL OFFICER – PowerStudies, Inc

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FINANCIAL & HUMAN RESOURCES RESPONSIBILITIES

- Invoicing & Payment processing
- Prepares project financial reports
- Quarterly payroll Year-end taxes
- Department Budgets
- Productivity Reports
- Provides Employees with information regarding office practices and procedures

AREAS OF EXPERTISE

- Acting Human Resources Representative
- Accounts payable and receivable
- Preparing annual reports for company valuation
- Journal entries
- Account reconciliations and analysis reports
- Payroll
- Financial Advisor
- Washington State Notary Public
- Computer Skills: Account Edge, Outlook, Microsoft Excel, and Customer ACCESS Accounting Programs

EDUCATION & PROFESSIONAL CREDENTIALS

- B.A. Business Administration – Western Connecticut State University – 2000
- University of North Dakota – 1995 – 1997
- University of Idaho – 1994 – 1995

EMPLOYMENT HISTORY

- 2015 – Present: Chief Financial Officer – PowerStudies, Inc., Maple Valley, WA
- 2007 – 2015: Accountant – PowerStudies, Inc., Maple Valley, WA
- 2005 – 2006: Accounting Consultant – Robert Half International, Seattle, WA
- 2004: Bookkeeper/Office Manager – Melvin Signs, Inc., Danbury, CT
- 2004: Bookkeeper/ Office Manager – Lulu’s Sister, Newton, CT
- 2001 – 2003: Financial Analyst – Spear Technologies, Inc.
- 2001: Project Analyst/ IT Finance – Reader’s Digest, Pleasantville, NY
- 1997 – 2000: Senior Accountant – GCS Services, Inc., Danbury, CT