

Angela Levick

206.240.7369 | www.angelalevick.wix.com | angelacancount@gmail.com

Qualification Summary

CPA candidate and talented financial leader well-versed in accounting principles and regulations. Motivated to keep company financial operations compliant, accurate and cost-effective. Ready to bring 12+ years of automotive experience and take on challenging role.

Education

Bachelor of Arts, Double Major: Accounting/Management Information Systems | Washington State University

- Graduated December 2018 with honors; 3.6 GPA

Associate's in Business | Green River Community College

- Graduated June 2015 with honors; 3.5 GPA

Work History

Comptroller

June 3, 2013 | Present

Acura of Bellevue | 13424 NE 20th St, Bellevue, WA 98005

- Oversaw daily financial functions, including accounting, payroll and financial reporting.
- Worked with both internal and external users to create detailed financial reports.
- Supervised 4-person accounting team in a fast-paced dealership environment.
- Prepared and filed city and state tax returns.
- Prepared external audit documentation and cooperated with auditors.
- Coordinated creation of new dealership franchise.
- Accurately completed financial statement audits and thoroughly reviewed results.
- Managed budgets, assets, portfolios, accounts payable and receivable and general financial reporting procedures.
- Reviewed processes and procedures for compliance with local authorities.
- Introduced internal controls to monitor critical areas of financial control and devised corrective actions to address risks or deficiencies.
- Organize and implement special product and software installations.
- Set up new GL accounts, schedules, and posting templates.
- Month end, year end, and month 13 entries.
- Bank reconciliations, income and expense analysis.
- Calculated executive payroll and performed payroll .

Warranty Administrator

April 2006 | May 30, 2013

Renton Honda | 200 SW Grady Way, Renton, WA 98057

- Reconciled monies due, followed up on outstanding claims and worked with accounting department to obtain payments.
- Monitored factory recalls and announcements to stay on top of changes.

- Maintained detailed service and customer records.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Devised systems of organizing records, contracts, agendas and reports to maintain order and improve information tracking.
- Assisted senior administrative professionals with daily work tasks.
- Continually sought methods for improving daily operations, communications with clients, record keeping and data entry for increased efficiency.
- GL postings and adjustments, account and schedule reconciliations.
- Bank deposits, book and close ROs, dispatch, service reception/cashiering.
- Completed two warranty repair audits with less than 10% margin of error.

Store Manager

October 2005 | April 2006

Motherhood Maternity | Westfield SouthCenter, Seattle, WA 98188

- Protected store from loss or theft by setting and enforcing clear security policies.
- Interviewed job candidates and made staffing decisions based upon store need.
- Assisted in inventory assessments at multiple locations.
- Assisted with store relocation and consolidations.

Store Manager

September 2001 | October 2005

Cosmoprof/Sally Beauty | 214 SW 43rd St, Renton, WA 98057

- Projected store sales, set goals, and supported staff in meeting those goals.
- Increased store sales by 36% over one-year period.
- Developed new store location from ground up by hiring and training efficient team.
- Interviewed, hired, trained, and evaluated staff.
- Managed inventory levels and implemented policies to reduce losses.

Additional Skills

- Excellent listening skills and ability to maintain confidentiality
- Communicate effectively and professionally verbally and in writing
- Able to review processes and find efficient solutions
- Sound knowledge of Microsoft applications, ADP Workforce Now, and CDK
- Ability to prioritize work and complete tasks correctly and efficiently
- Methodical approach to challenges
- Delegate work and responsibilities to utilize staff skills effectively
- Support staff through periods of high work flow
- Develop a climate of enthusiasm, teamwork, and cooperation
- Foster relationships with various departments to encourage cooperation
- Build rapport with a diverse workforce in multicultural settings
- Willing to implement suggestions and try new procedures