



Kim Beckers Services

Virtual Business Assistance

Employment History

MyPlusLingerie.com - Centereach, New York

Owner

February 2007 - June 2008

- Designing and developing layout, headers, logos for site
- Intergrading ecommerce shopping cart
- Intergrading PayPal shopping cart
- Running of day to day operations of business
- Providing of customer support via website, email and phone
- Coordinating of purchase orders, product deliveries and order logging.
- Ordering of supplies
- Bookkeeping and tax filings

Manda International Corp. - Holbrook, New York

Bookkeeper/Administrator

November '03 - August '07

- Providing general administrative support to the controller. Maintain corporate files as necessary such as preparing of cost analysis, bank reconciliation's credit card reconciliation's, set up, reporting and analysis of budgets, financial reporting, etc.
- Responsible for accounts receivable, client billing, AIA requisitions, and navigating through the contracting and sales process, coordinating of purchase orders, product deliveries and order logging.
- Responsible for accounts payable, sales tax payable and reporting, payroll tax payable and reporting.
- Processing of personnel records and files, timesheet editing, etc. Assist employees with enrollment and adjustment. Prepares, maintains and submits various personnel related reports and documents
- Determine employee eligibility and notify employees of benefit plans, changes, employee options and the enrollment/de-enrollment process

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www.KimBeckersServices.com - Kim@KimBeckersServices.com



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Elite Partitions Plus. Inc - Holbrook, New York
Bookkeeper/Administrator
April '05 - August '07

- Providing general administrative support to the controller. Maintain corporate files as necessary such as preparing of cost analysis, bank reconciliation's credit card reconciliation's, set up, reporting and analysis of budgets, financial reporting, etc.
- Responsible for accounts receivable, client billing, AIA requisitions, and navigating through the contracting and sales process, coordinating of purchase orders, product deliveries and order logging.
- Responsible for accounts payable.
- In charge of the processing of personnel records and files, timesheet editing and correspondence with Brooklyn office. Assist employees with enrollment and adjustment. Prepares, maintains and submits various personnel related reports and documents
- Determining employee eligibility and notify employees of benefit plans, changes, employee options and the enrollment/de-enrollment process
- Processing of all master file changes, compile and enter and edit timesheet information, audit and reconcile processed payrolls, as well as sorting and distributing disbursements and reports.

Fireworks by Grucci, Inc. - Brookhaven, New York
Assistant to Phil Grucci
October '02 -October '03

- Responsible for processing of Fireworks Scripting Programs utilizing custom software and procedures.
- Responsible for manipulating music modules to generate complete shows.
- Responsible for generating scripting reports to confirm accuracy with actual music.
- Responsible for running cost analysis to maintain budget.

Mount Pleasant Cemetery - Center Moriches, New York
Bookkeeper/Office Manager
January '96 -October '02

- Accounts receivable, Accounts payable, Payroll
- Bank reconciliation, financial reporting to CPA
- Maintain corporate files as necessary such as preparing of cost analysis, bank reconciliation's, set up, reporting and analysis of budgets, financial reporting, etc.
- Responsible for accounts receivable, client billing, and navigating through the contracting and sales process, coordinating of purchase orders, product deliveries and order logging.



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Formal Education

*Saint Josephs College - Patchogue, New York
Class of 2002 with Honors*

- Bachelors of Science in Mathematics
- Bachelors of Science in Computer Science

Software Programs

- Microsoft Office, MS Excel, MS Word, MS PowerPoint, MS Project, MS Publisher
- MS Outlook
- QuickBooks, Quick Books Pro, Quick Books Payroll
- Microsoft Windows 95,98,00, ME ,NT,XP, Vista, Unix, Microsoft Exchange Server, MAC
- ADP PC Payroll for Windows, ADP PayExpert, ADP E-Time, ADP EZ-Labor Manager, Report Smith, PayChex Preview
- ACT Contact Management
- Open Office
- Logo Creator, Adobe Photoshop, GIMP
- Cam Studio

**Please note: This list is not exhaustive and I do not necessarily have all these programs installed on my machine but I can use them)*

Web Technologies

- Pay Per Click - Adwords Editor, Yahoo Marketing, Microsoft AdCenter
- SpeedPPC, PPC Riches, Affiliate Radar
- Word Tracker, Good Keywords
- FileZilla, EFax, Comment Kahuna
- Nvu (additional HTML editors) - HTML, basic understanding of CSS
- WordPress, Blogger, Joomla
- Shopping Carts, PayPal
- Aweber, GetResponse, 1 Shopping Cart, ConstantContact
- ClickBank, Commission Junction, Hydra Network and other Affiliate Marketing programs

**Please note: This list is not exhaustive*