
ELISE N. RICE**EXPERIENCE**

CONTROLLER November 2003 to Present
IDC Engineering, Inc., Lima, Ohio

Administer all accounting tasks including all quarterly and annual tax related documentation and payments, payroll, collections, accounts receivable/payable, etc. Perform general reception duties. Assist engineers with licensing, scheduling, travel arrangements, drawings, spreadsheets, proofreading, report finalization, etc.

PROJECT MANAGER December 2001 to August 2002 &
Sunrise Appraisal Service, Lima, Ohio November 2003 to April 2004

Research new software programs. Research potential purchases. Creator of advanced spreadsheets for appraisal process enhancement. Update comparable sales database. Scan and file completed work files.

SCHEDULER/MARKETING COORDINATOR January 2003 to
Heritage Health Care Services, Inc., Lima, Ohio November 2003

Schedule home health aides to visit clients in their homes. General reception duties. Marketing to facilities. Human resource management. Payroll management.

OFFICE ASSISTANT March 2002 to August 2002
Forever of Ohio, Inc., (a.k.a. Maverick Media), Lima, Ohio

Answer phones, file, send faxes, sort and deliver mail. Create Word mail merges, Excel spreadsheets and Publisher proposals for marketing specialists. Hand out prizes to radio listeners. Maintain friendly, courteous customer service at all times. Offered higher positions when available.

SALES SPECIALIST May 2000 to January 2001
Marshall Industries, Lima, Ohio

Sales data entry and paperwork preparation. Sales mailings and phone calls. Organized a sales system. General reception duties. Experience with accounts payable and accounts receivable filing and accounting data entry.

EDUCATION

1998	Diploma (4.0 GPA) Temple Christian High School, Lima, Ohio
2002	Bachelor of Arts in Accounting Grace College, Winona Lake, Indiana

TRAINING

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Publisher, WebEasy 7, WinTotal, Adobe, EDSA Technical, AutoCAD LT, Quickbooks, Microsoft Money, DBA accounting program.