

Jake LeDoux

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Summary

Experience: 3 years servicing private companies in a variety of industries including construction, advertising, manufacturing, and recreational vehicle sales and service and helping to manage their day to day accounting needs and prepare periodic financial reporting packages.

Skills and Abilities: Excellent visual awareness and meticulously organized; competent with software such as Word and Excel; problem solver mentality; proficient in QuickBooks Desktop, QuickBooks Online, ComputerEase, Xero, and Lizzy

Experience

Project Manager

May 2018 - Present

Aconter, LLC

- Preparation and presentation of monthly and yearly Profit and Loss Statements and Balance Sheets.
- Assisted in an embezzlement investigation uncovering nearly 500,000 in misappropriated funds.
- Manage yearly audit reviews for a client with revenues of 50,000,000
- Ongoing production and implementation of client specific procedures.

Staff Accountant

October 2017 – May 2018

Aconter, LLC

- General Bookkeeping functions. Assisted in cash flow management with emphasis on Receivables and Payables.

Customer Service Associate

June 2015 – October 2017

Lowe's Home Improvement Store

- Working and communicating with customers requiring frequent problem solving on the spot and familiarity with available resources and how they can be used to provide appropriate solutions

Quality Control Specialist

June 2012 – December 2014

Jewel Kade Inc.

- Developed, in conjunction with our overseas partners, companywide quality standards through meticulous inspection and exhaustive testing of products and materials.
- Wrote the manual for quality inspection on over 180 products and instruction on how to adapt the process for new product
- Inspected by hand all products for predetermined manufacture and material flaws supervising a fluctuating team of 2-15 inspectors
- Developed testing and training models for new employees and oversaw all training and regular skill testing for 30-40 employees
- Spearheaded efforts to reduce quality issues in the field bringing our average from 6.2 percent down to 1.3 percent

Education

Bachelor of Science in Accounting Brigham Young University April 2018