

Tomer D. Perry
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(702) 612-3574

Dear Hiring Manager,

Thank you for the time to review my resume. I currently attend Capella University, an online university, with a GPA of 4.0, and every quarter-semester achieved the Dean's List and concurrent President's List for the last 5 quarter-semesters, since my start with Capella. I am also a member of the Xi-Delta chapter of the Delta Mu Delta Honor Society and am scheduled to graduate by December 2026. I am currently looking for Part-Time work, practical hours under a CPA to fulfill my education requirements and eventually sit for my own CPA licensing in Las Vegas, Nevada.

I am a hardworking, quick-learning team player who thrives in situations that require multitasking and creative thinking. My background includes human resources in benefits administration, enrollment, and record maintenance for a staff of over 400 employees, of which 20 were under my direct supervision. Alongside HR work, my main focus is my extensive experience with QuickBooks, including accounts payable, accounts receivable, inventory control, reporting, budgeting, and KPI's under GAAP. I am also highly proficient in Microsoft Office Suites (Excel, Word, Outlook, PowerPoint) and am comfortable on both Mac and PC platforms. My technical skills include mild IT work and troubleshooting.

I always embrace new challenges and changes, and I love to contribute to improvements to both myself and the company, as I believe a productive workplace leads to a healthy future for everyone.

Thank you for considering my application. I look forward to discussing how my skills and work ethic can benefit your company and the future.

Sincerely,

Tomer Perry



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Skills:

QuickBooks desktop, online, and enterprise, Office Suites, Excel, Word, PowerPoint, Outlook, G-Suite, Gmail, Advanced knowledge of Macintosh systems and Windows, Photoshop, Adobe PDF, Dreamweaver, AutoCAD, REVIT. working knowledge of all cellular phone platforms. Excellent customer service skills, research and development, editorial work, organizational skills, data management, data entry, computer troubleshooting, conflict resolution, event planning, theatrical design (management and operation in both lighting and audio aspects of dance and theatrical performances), security, business development, policy and procedure development, and crucial systems integration.

Work Experience:

Peridance Center LLC, New York, NY 04/2011 to Current

Controller (Remote from Las Vegas, NV), 06/2019 to Current

- Accounts Payable, Reconciliation of Accounts Receivable, Payroll, Month-End Reporting, Balance Sheet Reporting, Profit and Loss Reporting, Annual Strategic Planning, Annual Budgeting, Key Point Indicators on School program performances, Monitor Companies' Financial Performances, Technical Troubleshooting on sound systems, Internet and computer issues.

Controller and Supervisor, 01/2017 to 05/2019

- Controller Duties
 - QuickBooks, Accounts Receivable, Accounts Payable, Payroll (bi-weekly), Human Resources, Bank Reconciliations, Credit Card Reconciliations, Balance Sheet Reporting, Profit and Loss Reporting, Purchase Manager, Program Operations, Development of Policies and Procedures, General Ledger, Key Point Indicators, Maintain and review biannually company standards
- Supervisor Duties
 - Direct Management of 25 employees, Indirect of over 200 employees
 - Reception, Merchandise Counter, and Theater Operations training, scheduling, Maintenance, and repairs
 - Employee Hiring, Firing, and disciplinary actions
 - Event Planning, Theatrical development, including Audio, Lighting, Filming, and Catering
 - General Building Maintenance

Controller (Remote from Las Vegas, NV), 08/2015 to 12/2016

- Accounts Payable, Reconciliation of Accounts Receivable, Payroll, Annual Strategic Planning, Annual Budgeting, Key Point Indicators on School program performances, Monitor Companies' Financial Performances, Technical Troubleshooting on sound systems, Internet and computer issues.

Controller and Supervisor, 04/2011 to 07/2015

- Controller Duties
 - Same as above
- Supervisor Duties
 - Same as above
- Other Duties
 - DSO and international student administrator, including the assistance of students receiving government-approved F-1 Status, maintaining status, and policy development.
 - Permit updates, maintaining a working relationship with the NYC buildings department to move Peridance from a TCO to a final CO. Maintain records of Public Assembly, quarterly fire inspections
 - Overseeing all repairs and maintenance from toilets to full room construction, electrical planning, HVAC, and plumbing.
 - I also assisted in the initial building construction in 2009-2010.

Door & Millwork Co., Las Vegas, NV

10/2015 to 12/2016

Project Estimator Commercial and Residential / Accounting Assistant

- Accounting Assistant Duties
 - QuickBooks Enterprises Troubleshooting, reconstituted all permissions and roles, Payroll Union and Non-Union, Quality Assurance, and review of all Accounts Payable, Accounts Receivable, Inventory reconciliations, Bank and Credit Card Reconciliations
- Project Estimator Duties
 - Commercial and Residential Job Captain, project estimations of both small and large projects, including working with home builders, DR Horton, Richmond America, Lenner Homes, and private contractors and union commercial buildings. Bidding included proposals for Door, Casework, Baseboards, Closet Cabinetry, and light general cabinetry work.
 - Designed Custom Door Specs in AutoCAD from the ground up, including specifications and design blueprints.

Krispy Kreme's, Las Vegas, NV

09/2010 to 04/2011

Delivery and Distribution / Warehouse Assistant

- Product Delivery
 - over 20 locations a day, including Primm, Pahrump, and the entire Las Vegas Valley. Food handling.
 - California deliveries once a week to sister company Popcornopolis
- Warehouse Assistant.
 - Warehouse re-organization and Distribution to Las Vegas Stores
- Began training for assistant manager position.

VPDA in association with Carter Goble Lee, Las Vegas, NV

01/2009 to 08/2009

Junior Job Captain

- ASP, MTC Kingman - Arizona Correctional Facility 2000-bed - minimum security
 - Total Building Area - 400,000 sq ft. - 20 buildings with 8 building types; oversaw Construction Documents and Construction Administration with bi-monthly visits to Kingman, AZ.

Pinnacle Architectural Studios - Las Vegas, NV

01/2007 to 04/2009

Drafter / Job Captain

- AutoCAD Architectural drafting and REVIT modeling, including assistance in construction and integral work with MEP and civil engineers.
- Residential Custom Home experiences from 2,000 sq. ft. to 14,000 sq. ft.
- Commercial T.I.'s and complete building development experiences from up to 48,000 sq. ft., including retail stores, doctor and other professional offices, and full grey/vanilla shell buildings, jobsite visits, detail, change orders, and revisions due to code changes and customer requests.

Sierra Health Services, Health Plan of Nevada, Las Vegas, NV

06/2005 to 03/2007

Group Services Representative II / Quality Assurance Specialist I

- QA of all Group Service Representatives (GSR) (over 40 employees in this division) work orders, checking up to 45 work orders per day for accuracy, approved qualified events, and data entry.
- Reconciliation and entry of monthly payments, broker records, and membership of over 400 active groups, 2-50 members per group, including:
 - Members' personal information updates
 - Identify and reconcile outstanding balances
 - Review and complete all transactions within a timely and accurate standard
 - Maintain a 93% accuracy and above in both membership loading and reconciliations
- Constantly assisting other team members with workload of Unions, Nationals, IHMO/IPPO, Small Team enrollments, and taking on many special projects, including the Facets upgrade, the in-house software used for enrollment, while maintaining own workload within standard
- Participate in Holiday Committee(s), Corporate Challenge; Assist in organizing group activities, including PowerPoint presentations and host of "FUN TEAM" group activities.

United Coin Machine Co., Las Vegas, NV

09/2004 to 07/2005

Slot Technician

- With an armed guard, drove to various locations, up to 22 a day, emptied and filled slot machines.
- Troubleshoot video arcade screen and mechanical parts on location.
- Handled, counted, and verified over \$600K per day, and up to \$1M.

Education:

Capella University, Minneapolis, MN 2023 to Current

Bachelor of Science Candidate in Business Administration (online)

- Estimated Graduation Date December 2026
- Double Major in Accounting and Finance
- Current GPA 4.0
- 2 Semesters (quarter semesters) Dean's List, 5 Semesters (quarter semesters) President's List
- Honor Society Member Delta Mu Delta – Xi Delta Chapter

International Education Training Services (IETS), New York, NY 2013 to 2015

Certification, New York, NY

- Over 50 hours of Comprehensive training in SEVIS, SEVP, and ICE compliance for F-1 designated schools, and issuing I-20's for Student Visas.
- Completed levels I, II, and III of SEVIS Essentials, Institutional Responsibilities, including rehabilitation of current school policies, and rules & regulations for compliance.

University of Nevada, Las Vegas (UNLV), Las Vegas, NV 2000 to 2003

3 Years Complete Bachelor of Science Candidate in Business Administration

- Administration, B.S. (Candidate)
- Student Teacher Assistant Adjunct
- Current GPA 3.40

Dr. Rhonda J. Montgomery, Associate Professor, Las Vegas, NV 01/2003 to 10/2003

Student teacher / Personal and research assistant, adjunct at UNLV

Student Teacher/Personal and Research Assistant (Adjunct)

- Student teacher in HMD (Hotel Management) for four different classes
 - Assisted in group lectures catered to over 80 participants
 - Provide online support for class lectures
- Personal Assistant
 - Letters of recommendation, scheduling assistant, **and** personal driver
- Research Assistant
 - Cornerstone 4th edition textbook-The Freshman Experience - and the subject of study

Personal Accomplishments:

Martial Arts Experience 2nd Degree Black Belt with International Recognition in Kenpo Karate, achieved 11/ 2003.
Author of self-published Science Fiction novel Traverse Book 1, ©2012, and working on Book II.

References:

Available upon request

Unofficial Transcripts:

Available upon request