



Irvin J., CPA
P.O. Box xx,
Ottawa, ON, XXXXXX
(xxx) 426-xxxx

CERTIFIED PUBLIC ACCOUNTANT

Financial and general management professional with over 35 years experience in a variety of privately owned companies. Experiences include financial accounting and reporting; asset acquisition, maintenance, and sale; initiation and maintenance of banking and lender relationships; project management; and process automation. Mr. J. also has experience in Chapter 11 bankruptcies, both corporate and personal, including the giving of depositions and court appearances, monthly report preparation for the court, and the management of both scheduled and proofs of claim.

Core Competencies

- * General Ledger Accounting
- * Financial Statement Preparation
- * Cash and Fixed Asset Management
- * Payroll and Payroll Tax Returns
- * Project and Personal Management

Education

New York University
Accounting course work for CPA
certification

University of Cincinnati
Masters of Business Administration
Industrial Management

University of Louisville
Bachelors of Science, Commerce
Cum Laude

Professional Certification

Certified Public Accountant, New York
license number 5637

Experience

Essence Personal Management, LLC 2002
– present, Owner/CPA
Professional multi-family office for high
asset, high activity clients

Selected Accomplishments

- ✓ Management of the daily financial and personal affairs of six to eight clients including asset management, financial analysis and reporting, professional representation, banking, and minor personal needs

Telecom Decision Makers, Inc.,
2000 – 2002, Controller/CFO
Managed financial accounting and reporting
for telecommunications start-up company

Selected Accomplishments

- ✓ Designed and implemented financial recording system for start-up company
- ✓ Personally maintained all general ledger accounting functions including accounts payable and receivable, financial statement preparation, payroll tax returns and cash management
- ✓ Developed specialized software for the payment and calculation of commissions to 65 sales agents.

Client Feedback

"I have know and worked with Irv for over 15 years. Irv is technically competent, highly professional and a pleasure to work with. Irv has relieved me of the burden and distraction of much of my personal accounting and administrative work – allowing me to be more productive and effective in my professional life." MLC

"I've worked with Irvin for many years and have recommended him to my clients. He's honest, hard working and very experienced in dealing with financial matters. His thoughtful yet persistent attitude helps get things done." JTL, CPA

"... outstanding work performed by Mr. Irvin J. for me and my parents. Mr. J. has taken the role not only of financial and business manager, but also has become my surrogate, acting on my behalf... In sum, I couldn't live without him and neither could my parents, SD

"Totally client focused and feel our mutual clients have benefited greatly from your services, in their biggest time of need." JY, JD

"We purchased a rather sophisticated software program with no one on staff technologically competent to help the vendor install the program. We hired Irvin on a contract basis to be on site if necessary or work remotely to install the program and the huge data base. He first had to learn our business and our products and understand how the new program fit in our environment. We would have had a major challenge and cost to accomplish the installation without his help." CO

Experience, *continued*

MLC Holdings, LLC,
1993 – 2000, President and Treasurer
CEO of business and financial management
company for high asset Italian individual

Selected Accomplishments

- ✓ Initiated and maintained relationships with banks, private lenders, and business partners
- ✓ Obtained and managed asset based loans totaling approximately \$20,000,000
- ✓ Managed tenant income and real estate maintenance of several pieces of industrial property throughout the mid-west
- ✓ Acted as banker and conduit for information with outside legal and accounting professionals
- ✓ Prepared all general ledger accounting, financial statements, and budgets for approximately 30 business entities
- ✓ Initiated and managed corporate valuations and real estate appraisals with valuation professionals
- ✓ Managed the cleanup of EPA Superfund site covering a total of 20 acres on four separate lot locations. Cleanup costs exceeded \$3,000,000
- ✓ Purchased, managed, and sold numerous ocean going yachts and private aircraft, and personal autos
- ✓ Financial oversight of construction of \$4,000,000 second home

Stemwood Corp,
1992 – 1993, Controller

Amick & Helm, CPAs
1990 – 1992, Staff accountant