

Carol Wheiles
Cibolo, TX 78108
Home 210-257-6237
Cell 210-663-8935
Email cbigs3@yahoo.com

Professional Objective

Actively seeking a challenging and responsible accounting, managerial or administrative position, which will utilize my 25 years acquired skills, abilities and knowledge. I am honest, experienced, dependable and loyal.

Work Experience:

July 2, 2007 to November 21, 2008

Builders Interior Products
127 W. Rhapsody
San Antonio, Texas 78216

Full Charge Bookkeeper/Office Manager

This company is a reseller of interior hardware for residential homes. Oversee office staff including sales department. Insure timely scheduling and delivery of goods and installation to builders according to their schedules. Maintain inventory levels and BOM. QuickBooks, ADP.

Accomplishments: Organized staff to work harmoniously together by creating job descriptions and policy and procedures. Cut costs by working with vendors to offer discounts for volume orders and negotiated shipping costs.

May 23, 2005 to June 29, 2007

Smooth Solutions
14855 Blanco Road, Suite 300
San Antonio, Texas 78216

Position: Accounting Manager/Purchasing Manager

Physician owned and operated laser hair removal/microdermabrasion company with six centers in Texas. Full charge bookkeeper, supervised payroll, negotiate bids and purchase all medical equipment, products and supplies. Moneyworks. ADP.

Accomplishments: Took accounting/purchasing department from a five employee to a two employee department by reorganizing duties and stream lining purchasing procedures.

November 15, 1995 to September 9, 2004:

Mulberry Heart, Ltd.

Dbm Painted Pony

435 Recoleta Road

San Antonio, Texas

Position: Business Manager/Full Charge Bookkeeper

Manufacturer and production of women's clothing. All departments and staff report directly to this position. Coordinate and develop communication, information systems, methods, and procedures. Established and maintained a well-motivated and directed team. AS400 Software, ADP.

Accomplishments: This was a start up company when I joined with three employees and annual sales of \$500 hundred thousand. Educated myself on the apparel business and what was needed to be successful. Recruited sales representatives with showrooms across the U.S. and took company to \$5,000,000 annual sales within two years.

Education:

Highlands High School, San Antonio College-High School Equivalency