

Phillip Copening – RESUME

P.O. Box 113

Washington, CA 95986

Phone: 530-265-4510

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Objective:

I am in search of an employment opportunity that will utilize my specific and documented skills:

1. Full charge bookkeeping and auditing.
2. Inventory management, shipment and warehousing.
3. Budgeting, planning, and time management..

Qualification highlights:

1. I have advanced skills in inventory control, inventory management, purchasing, warehousing, delivery, packaging, shipping, and sales.
2. I am very skilled in accounting, bookkeeping, data entry, database construction – management – maintenance and recovery.
3. Exceptionally skilled in audit and financial report generation, coupled with financial analysis.
4. I am not without cultivated skills in personnel management, compensation, dispute resolution, supervision and training.
5. I have had superior exposure and the utilization of many computer software applications, as well as being an instructor/tutor of most.
6. Problem solver: hardware, software, combination of, and lost data recovery for in excess of 24 years.
7. I am honesty, fair, diligent, an achiever, thorough, focused, motivated, with a positive attitude and bondable.

SOFTWARE

- Lotus 123 · Quickbooks Pro · MS Excel · CA AccPac · MS Word
- MS Access · Foxbase · Money Counts · Dbase III · Peachtree Accounting
- Pagemaker · Corel Draw · MS Powerpoint · MAS90 · Dreamweaver

RELEVANT EXPERIENCE

- Training of Treasurer, Washington County Water District, on Quickbooks Pro and accounting system setup
- Accounting background: audit, journal entry and ledger postings, supervising of accounting clerks
- Preparation of financial statements and business tax forms
- Conduct audits on accounts; assess statistical, personnel and record keeping procedures
- Develop and implement accounting system for multiple branches of operation
- Develop and implement inventory control system
- Research and implement new procedures, filing and software systems and maintain computers
- Verification of data processing and accounting procedures of Bank's Investment Department
- Preparation of investment reports for the Board of Directors and Bank's Annual Reports
- Development of techniques for sales personnel
- Personnel management (guidance and compensation)
- Money Trader: Euro-dollar, Euro C.D., Fed funds, Repurchase agreements
- Liability management, policy, and international loan rate setting
- E-commerce site creation, maintenance, management and sales
- Computer training, service technician and peripheral sales
- Videographer: documentation, information storage and training tapes
- Audio systems management, training and operations
- Network design, implementation, cabling, security, and instruction.

Phillip Copenig – RESUME (continued)

WORK HISTORY

Consultant and Technical Services	1983-P.T.
Dba Dos Help Plus, Phillip A. Copenig: computers, accounting and business development	
Help Desk Technician	01/08-05/08
Unisys Inc. Rochester, NY – Help desk technical support to New York State employees	
Assistant Bookkeeper	12/05-04/07
Bananas at Large, Inc. 1504 Fourth Street - San Rafael, CA 93901	
Materials Handler/Warehouse Manager	04/04-11/05
Pride Industries, Loma Rica Drive - Grass Valley, California	
Retail Clerk and Webmaster	2002-2005
River Rest Resort Store, P.O. Box 40 - Washington, California 95986	
Subcontractor: General Manager, Webmaster, Sales	2001-2002
Catalogstuff, Inc 430 PETALUMA Blvd. North - Petaluma, California 94952	
Manager/Comptroller	1989-1991
Real Computers and Electronics 430 PETALUMA Blvd. North - Petaluma, California 94952	
Accounting Assistant	1988-1989
James H. Kovacs, Attorney - Upperlake, California	
Mechanic: automotive and heavy equipment	1978-1983
Truckee-Tahoe Airport District -Truckee, California	
Investments Negotiator/Purchased Funds Administrator/Money Trader	1973-1978
Federal Home Loan Bank and Wells Fargo Bank, NA - San Francisco, California	

EDUCATION

- **San Francisco State University** - Accounting and Economics major, 3rd year plus
- **College of Marin, Kentfield, CA** - Accounting, Economics and Business, AA Degree

COMMUNITY VOLUNTEER ACTIVITIES

Pride Industries, *Fire evacuation plan coordinator for people w/developmental disabilities, wheelchair clients*
Washington County Water District Volunteer Fire Department, *Firefighter/EMT1-Administrative Assistant, Volunteer Fire and Rescue, DMV Class A driving permit*
Washington County Water District, *Trainer of District Treasurer and computer technical support*
Washington Area Preservation Society, *Vice President, Community non-profit for quality of life improvements*
Washington Elementary School and community, *Music instructor*
Washington California, *Town Mayor*
Petaluma Community Access, Inc., *Publicity and Outreach Committee Member/Technical Advisor*
Petaluma Blacks for Community Development, *Graphics/Audio/Video for Black History events*
Sonoma/Marin County Race Unity Council, *Planning Committee Member, Audio/Video Technician*
St. John's Elementary School, *Mathematics Tutor*

ACTIVITIES: Musician, fishing, sailing, bicycling, playing with my dogs

REFERENCES:

- Karen Griffith, OD 320 Petaluma Blvd. So. – Petaluma, CA 94901
(707)762-8643 fax (707)762-3554 karengod@earthlink.net (client)
- Douglas Cole, Treasurer, Washington County Water District, P.O. Box 34 – Washington, CA 95986
(530)265-4720 gold_s_au@earthlink.net (client)
- Sharlene Cunningham PO Box 145 – Washington, CA 95986
(530)265-4510 artsbrite@hughes.net (personal)