

**Andrea L. Turner, President
Corporate Web Consulting, LLC**

<u>Education</u>	University of Maryland December, 1992 BS in Accounting	4.0 gpa in Accounting 3.95 gpa Overall
<u>CPA</u>	Was Licensed CPA in Maryland, Tennessee, and South Carolina	
<u>Honors/Awards</u>	Summa Cum Laude Outstanding Woman Accounting Student 1992 Special Act Award - September, 1994 Audit of the Year - Lead Auditor for Eastern Region FY 1997 Nominated for TeamCARE 2004 Staples Easy Award "Above and Beyond" Award in Financial Services – March 2005	

Related Work Experience

Staples, Inc.

I began with Staples at the Corporate Office in Framingham, MA in the Cash Accounting Department. I was responsible for a team that managed over 60 bank accounts across the US. I developed a great team that enjoyed helping each other and serving our customers. We embraced the "Easy" philosophy that Staples has effectively marketed. In all our actions, we looked for ways to "Make It Easy". I successfully implemented more than 3 dozen process improvements and received recognition for these efforts with the "Above and Beyond" Award and nomination for the Staples Easy Award. Every member of my team has been recognized for Easy improvement efforts. Because of our improvement efforts, we were able to reorganize our department and eliminate one-third of the positions as people moved on.

I worked closely with Loss Prevention management to assist with minimizing risk of loss. I developed a process and report that provided field managers with information on late deposits. The report allows managers to see patterns where stores may have training or theft issues. I worked closely with several Area Loss Prevention Managers, the banks, and carriers to escalate and eliminate issues.

I have a strong aptitude for mechanical and software issues, and problem-solving abilities. At Staples, I extensively used and taught others Windows and Microsoft Office products, Oracle, reconciliation software, and can learn new programs quickly and independently.

Because of limited resources in our IT department, I developed an Access database to manage our open research items. This database provides valuable data on staff productivity, bank and carrier response time for report cards, and areas of potential training issues.

- Monitored and reported bad check information and accrued check expenses.
- Documented and updated cash receipts process for Sarbanes-Oxley testing.
- Produced variety of monthly reporting and agings.
- Prepared departmental budgets and forecasts.

When Staples reorganized the distribution division, I was transferred to Atlanta, GA and worked closely with the Regional Vice President. Functioning as the newly established Senior Regional Operations Analyst, I was responsible for a variety of tasks focused around providing information to facility managers in order to meet obligations, resolve issues, and operate efficiently. I actively assisted in Peak Planning and Budget preparation processes.

My strengths in this position were in analysis and problem solving, business process improvements and re-engineering, managing and motivating a team.

Charleston County Housing Authority

Accounting Manager/Acting Finance Director

Reconciled and closed general ledger on a monthly basis.

Managed all daily accounting activities for housing authority.

Prepared separate and combined financial reports for 6 entities with different year-ends.

Produced account detail schedules for 4 separate audits.
Supervised accounting staff.

Pratt-Thomas, Gumb & Co., P.A.

Accountant

Performed year-end financial audit work, reviews, and compilations, and internal control reviews.
Assisted clients with accounting and bookkeeping issues.
Managed costs for a cost-plus contract on historical house renovations for a major client.
Monitored completion of all tax returns for firm to ensure extensions were filed timely when needed.
Prepared income tax returns for individuals, corporations, partnerships, and trust funds.

Goody's Family Clothing – Internal Audit

Sr. Corporate Auditor

Planned and conducted operational and financial audits requiring extensive knowledge of accounting practices and procedures and retail industry.
Prepared reports for presentation and distribution to management and the audit committee.
Assisted external auditors with interim and year-end audit work.

U.S. Department of Energy – Office of Inspector General

Auditor

Conducted performance and financial audits requiring extensive knowledge of accounting and Government practices and procedures.
Analyzed complex issues.
Prepared reports for national publication of audit results and recommendations.
Managed and organized audit staff.