

MICHAEL W. BRESCIA

56 East Uwchlan Avenue #405 Exton PA 19341

(610) 458-6763

Objective: To obtain a full-time Accounting position that will both utilize and expand my present experience and education.

Education: LaSalle University; Philadelphia, PA
Candidate for two (2) Bachelor of Science degrees, in Accounting and Finance - Senior status

Skills: *Computer Experience:*
Lotus 1-2-3 with WYSIWYG AS-400
Microsoft Excel LAWSON
Microsoft Word First Choice
Microsoft Exchange Lotus CC:Mail

Language:
Proficient in Spanish and Gaelic

Activities: Delta Sigma Pi (International Business Fraternity)
* Position held: - Chapter President

Junior Achievement
* Taught "Business Basics" program in elementary schools

Work Experience: **Intelligent Electronics; Exton, PA**
Credit Department February 1996-Present
*The auditing and maintenance of the credit status of customers
*Resolving issues between the customer and the sales office
*Reduction of Accounts Receivable balances
*Collection of past due accounts

Note: Originally placed in position through Accountemps.
IE bought my contract and then established me as a permanent employee.

Previous Work Experience:

Present Truth Publications; Uniontown, AR

Accountant January 1994 - December 1995

- *Maintained Cash Receipts Journal
- *Prepared summaries and organized the proper documentation for the Tax Accountant
- *Performed Accounts Payable and Accounts Receivable duties

Resurgence Outfitters; Uniontown, AR

Partner November 1994 - Present

- *Involved in both the business and production ends of this small company that makes Civil War era clothing for living-history actors. We have recently been contracted to outfit Jefferson Davis (mounted on horseback) at the Smithsonian Institute.

Patterson Logging Company; Adair, OK

Accountant October 1993 - August 1995

- *Designed and generated production reports
- *Assisted in the development of production-based incentive program.
- *Handled disbursements and Accounts Receivable
- *Maintained Sales, Cash, and Expense reports

American Olean Tile Company; Lansdale, PA

Plant Accounting May 1993 - September 1993

(Temporary assignment through Olsten Staffing Services; Fort Washington, PA)

- *Analyzed and converted production reports into usable spreadsheets for management
- *Developed and maintained spreadsheet for waste tracking
- *Performed Accounts Payable functions
- *Entered month-end Journal Entries

References:

Available Upon Request