

ANNAJO LEFKOWITZ
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OBJECTIVE

To procure a position where my strong analytical, communicational experience, and interpersonal skills will be utilized for continued personal and professional growth within an organization.

SUMMARY

A well organized and detailed-oriented individual with nineteen years of extensive experience as an accounting specialist. An independent and self-motivated professional with excellent research, technical writing and communicational skills. Dedicated and focused, able to prioritize, and excel at multi-tasking in a fast paced environment. Able to grow positive relationships with all levels of management and colleagues.

CORE STRENGTHS AND SKILLS

- Accounts Payable/Receivable
- Account Reconciliation
- Credit and Collections
- Statement Billings
- Expense Control
- Customer Service/Client Relations
- Human Resources Coordination
- Proficient in MS Office

PROFESSIONAL EXPERIENCE

ANGELIKA SCHUBERT, INC

DBA Celestine Agency www.Celestineagency.com

Assistant to the Controller - Aug. 2009 – July 2010

- Invoiced booking sheets from agents for individual artists
- Prepared weekly bank deposit, artist payroll statements and checks
- Made collection calls to foreign and domestic clients
- Handled set up and correspondence with new clients and artists

IRENE MARIE MANAGEMENT GROUP

An internationally known fashion and talent management organization serving over 1,200 talents in fashion, television, film, print and other creative services. www.irenemarie.com

Accounting Assistant - Jan. 1990 - Feb. 2009

- Developed and implemented "diplomatic" collection strategies resulting in a 30% decrease in past due and outstanding accounts receivable.
- Independently collected receivables aged over one year, and maintained strong relationships with talent/clients while aggressively collecting receivables.
- Handled diversified Accounts Payable/Receivable and expense control procedures including account reconciliation, cash receipts, disbursements, finance charges, invoicing, charge-backs, rebates, and preparation of daily bank deposits.
- Followed through on timely and accurate interim closings and financial reporting activities including financial register for the President's property management company.
- Researched account transactions, demonstrating a keen ability to recognize and resolve discrepancies.