

DANIEL L. EVANS, CPA

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CERTIFICATIONS

Certified Public Accountant

IL License #065.043807

Renews Sept 2018

PROFESSIONAL EXPERIENCE

Automation Design & Manufacturing Inc.

Aurora, IL

Staff Accountant

Jun 2012-Present

- Provide all bookkeeping, accounting, and IT related tasks, for the John Masek group of companies, Automation Design & Manufacturing (ADMI), Mantrap Leasing Corporation (MLC), and TDB Productions Inc (TDB).
- Originally engaged to enter 12 months worth of transaction data in arrears, complete bank reconciliations, complete annual adjustments and accruals, and generate financial statements for ADMI and MLC. Financials were completed prior to the filing deadline.
- I complete all year end closing activities.
- Coordinate accounting and tax issues with external CPA firm, Phillip Rae & Assoc. for corporate tax preparation, and enter audited adjustments into the system.
- I provide payroll support, including calculating the monthly payroll tax deposits, and form 941 information calculation.
- I am responsible for all computer programming required for automated daily backups of the transaction data base.
- Designed and maintain the website properties of TDB Productions including, "dealinband.com".

Steven Bohler & Co.

Aurora, IL

Certified Public Accountant

Aug 2014-Apr 2016

- Responsible for compilations of financial statements for my clients, ranging from multi-million dollar real estate management firms, to small private social organizations.
- Enter data provided by client, or review transactions for proper coding when a ledger is given.
- Consult with client and provide adjusting entries for transaction reclassification, period depreciation, accrual of expenses, use of prepaid items, etc.
- Prepare tax forms 1099, IL ST-1, IL PT-10, and other periodic tax forms, as required by my clients.
- Individual 1040 data entry in support of tax staff during tax season.
- Provide software data migrations for clients, involving several software products in the migration path, including balance verification.
- Miscellaneous information technology diagnosis, correction, and implementation.

Schreiber Group Inc. Certified Public Accountants

Naperville, IL

Tax Preparer Intern

Jan 2012-Apr 2012

- Prepared 1040 individual tax returns using Ultra Tax while at Aurora University. Returns were reviewed by Ms. Schreiber for accuracy

ADDITIONAL PROFESSIONAL EXPERIENCE

Information technology (IT)

I have a prior career in IT with AT&T, Motorola, and others, providing programming, database administration, and software integration. I continue to provide general IT services to my current employers and others, on an as needed basis.

Process Analysis & Improvement

My IT training included extensive use of process improvement techniques. This includes determining current process baselines, creating documentation for training, and a subsequent improvement plan.

My full job history not included here, is available for review via my LinkedIn profile

<http://www.linkedin.com/in/kris44dad>

VOLUNTEER WORK

Aurora University

Aurora, IL

Volunteer Income Tax Assistance (VITA) Program Tax Preparer

Jan 2013-Apr 2013

- Prepared 1040 individual tax returns for members of the surrounding community, consisting mostly of elderly and student returns.

EDUCATION

Aurora University

Bachelor of Science in Accountancy/Business & Commerce

Summa cum laude

GPA 4.0/4.0

Dean's List; Fall & Spring 10-11, Fall & Spring 11-12, Fall & Spring 12-13;

Delta Mu Delta Honor Society for Business; Vice President 2012 -2013

Alpha Chi Honor Society inductee

Jennifer Worzala Award for Academic Excellence in Business and Leadership 2013

Waubonsee Community College

Associate in Applied Science in Data Processing

Phi Theta Kappa Honor Society inductee

SKILLS

Accounting • General ledger • Journal entries • A/R • A/P • Auditing • Reconciliations
Month-end close • Year-end Close • Accruals • Adjusting entries • Trial balance statements
Financial statement preparation • Tax • Ultra Tax • Tax Wise • Intuit Pro Series • Payroll • Quickbooks
Information systems • Excel • Word • PowerPoint • Business administration • Process improvement
Shoptech E2 Shop Management System

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Ladies and Gentlemen:

I am a successful professional looking to advance my career in business, commerce and accounting with a local, regional, national or international firm. **I am a licensed CPA in the State of Illinois (License number 065.043807)**, I am a graduate of Aurora University's Bachelor of Science program in Accounting and Business. I graduated in May of 2013 summa cum laude with an overall GPA of 4.0/4.0 from the Dunham School of Business. I offer practical business experience and values in addition to my continued education. I have up-to-date skills and knowledge in the field of accounting obtained through my course work and experience.

In my current engagements, I have been responsible for all accounting functions for my employers group of corporations at Automation Design & Manufacturing Inc. My work has included journal and general ledger entries, reconciliations, year/month end postings, time tickets, purchasing, cash receipts, payables, final financial statements for review, and compilations. My work at Bohler & Co. includes bank reconciliations, journal entries, adjustments, accruals, compilations, and tax.

In my past technical positions, I doubled operating efficiency of our output through process analysis and improvement. I am experienced with typical business tools such as MS Office software, shop management software, and database applications. My previous experience allows me to come up to speed quickly in any business environment.

I not only have the accounting knowledge and technical expertise necessary for the work, but I also have the communication and teamwork skills vital to your business organization. I realize the importance of being able to deliver on a critical deadline for the health of the whole organization. Please give me an opportunity to meet with you and explore the ways your needs and my skills intersect.

Thank you for your consideration.

Daniel Evans, CPA