



Patricia Jablonski

Qualifications Summary

Effective director of financial operations and planning with over twenty years of managerial and executive experience in finance and administration. A proven track record in software, service, entertainment and financial services industries.

Core Expertise

Full Charge Bookkeeper • Closing & Preparation of Financial Statements • Excise Taxes • Budgeting & Forecasting • Payroll - Including Quarterly & Annual Filings • Accounting Software Installation & Maintenance • Office Management • Job Costing • Audit Support • Policies & Procedures Design • Inventory

Professional History

ASP	Consultant	2015 - Present
Norseman Marine Charters, LLC, WA	Controller	2014 - Present
Clean Power Research, WA	Accountant	2013 - 2016
Optimum Energy, LLC, WA	Accounting Manager	2009 - 2013
Cdigix, Inc., WA	Director of Finance	2007 - 2009

Accomplishments

- Developed complex financial models and forecasts for capitalization and financing purposes.
- Establishing standards and practices for financial management and accounting for software startup firms

Education

- B. S., Accounting, Wayne State University, Detroit, Michigan

Software

Microsoft Office 2013 • Microsoft Office365 (SharePoint) • QuickBooks Pro 2013 • QuickBooks • Online Edition • IMac