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| **Tamika Hanna, MBA** | 302.660.9389Wilmington, DEtamikahanna@yahoo.com[linkedin.com/in/tamika-hanna-1a7b715](https://www.linkedin.com/in/tamika-hanna-1a7b715?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BPNoIZUQiT1mlMLM8ovJCLA%3D%3D) |

Staff Accountant

Retail | Financial Services | Technology

Superior analytical skills, practiced at drilling down to transaction/ workflow details in support of process and profit improvement. Collaborate effectively with business managers to resolve variances, refine forecasts, and identify opportunities for improvement. Dynamic and detail-driven accounting professional experienced in examining and analyzing accounting records, financial statement, and financial reports to assess accuracy and compliance with generally accepted accounting principles and standards. Proven ability to analyze accounting processes, identify deficiencies, formulate and implement corrective action plans to achieve compliance and mitigate risk. Personable in managing client relationships and assisting clients to resolve problems and find solutions through relationship building, channel development, negotiation and sales strategy.

Core Competencies

Governance | Statutory Compliance | Risk Management | Project Management | Market Analysis | Capital Markets

Analytical reasoning | GAAP | SOX | Financial reporting & Analysis | Financial statements | Audit | Tax Preparation State and Federal Tax Codes Reconciliations | General Ledger | P&L Analysis | Cash Flow

**Education**

**MBA – Finance – August 2008** – Wilmington University - Wilmington, DE

**BS – Accounting – May 2003** - Delaware State University - Dover, DE

Professional History

**Compact Membrane Systems** | Newport, DE

Staff Accountant, *2016 - Present*

*CMS products enable large industrial capital-intensive operations to reduce risk, increase yield, lower costs, and operate in a greener, cleaner, and more efficient way.*

* Update and provide ongoing written documentation of process and procedures, including communication to external organizations.
* Identify more efficient reporting methods utilizing Excel spreadsheets
* Develop internal controls and procedures to streamline internal communications, positively impacting profitability and reducing operating costs
* Perform account analysis on various general ledger accounts
* Routinely complete closing procedures and reconcile fixed assets
* Ensure accuracy of revenue and expense accounts
* Partner with multiple project managers to ensure accurate job costing and billing. Examine standard costs against actuals to identify process inefficiencies, improvement opportunities and low-profit products
* Partner with Corporate Controller to perform comprehensive variance analysis and determine root-cause for each significant variance
* Key contributor to annual budget process, working with various department heads to review historical activities, trends, and future obligations
* Reconcile payroll, executive expense accounts and other statements
* Saved organization over $20,000 through negotiating contracts with shipping and supply partners

**EZ Loans** | Newport, DE

Branch Manager, *2014-2015*

*Delaware licensed lender providing financial assistance to those in need, offering consolidation and installments loans.*

* Updated and provided ongoing written documentation of process and procedures, including communication to external organizations
* Managed full loan cycle, including collection efforts, reconciliations, aging reports, interest rate determination and compliance auditing
* Developed and deepened business relationships
* Created and sustained a business culture of well managed growth, underpinned by a proven record of developing and coaching high performance sales and service teams

**Tasmiyah Computer Lounge** | Wilmington, DE

Bookkeeper, *2008-2013*

*Wilmington's One and ONLY Internet Lounge - located in the heart of downtown. Featuring: high speed internet access daily*

* Performed all financial activities to include P&L statements and management reports
* Completed bank reconciliations; created invoices and collected on overdue accounts. Researched and resolved billing and collections disputes
* Managed payroll and prepared payroll tax returns. Interacted with external clients and vendors on a regular basis, cultivating strong professional relationships

**Citigroup** | New Castle, DE

Loan Specialist, *2005-2007*

*American multinational investment bank and financial services corporation headquartered in New York City. The company was formed by the merger of banking giant Citicorp and financial conglomerate Travelers Group in 1998*

* Accountable for a high net worth, high profile, high risk, sensitive portfolio for the private bank. Liaison between the client and investor bank group
* Updated accounting records for base rate and libor type loans
* Executed loan advances, created/approved foreign and domestic currency, preformats, predefines
* Investigated, researched and resolved portfolio to ensure no cash breaks
* Re-wrote training manuals, utilizing consolidated techniques from special projects
* Facilitated training classes for the entire division

**Certifications**

**Quickbooks**

Technical Skills

**Microsoft Office:** Excel, Word, PowerPoint, Access, Project

**Systems:** Recon, Pega, Oracle, Quickbooks, GL Metrics, Class

Tax Services

**Liberty Tax – 2015 – 2018**

**Journey Tax – 2019 - Present**