

## Technical/I.T. Resume

Jeff Mills

### Information Technology and accounting experience.

#### EXPERIENCE

**STRATEGIC RADIOLOGY GROUP (SRG)**, medical consulting firm, Austin, TX

**INFORMATION TECHNOLOGY**, 06/02 - present

- Set up company computer network, including hardware and software installation and upgrades, configuration, and documentation.
- Analyzed, diagnosed, and corrected network outages, including extensive travel for on-site maintenance
- Oversaw network purchasing, implementation, and training for multiple medical imaging centers
- Responsible for security and integrity of company data

**WILEY-VALUSOURCE**, business valuation software, Colorado Springs, CO.

**VALUATION ACCOUNTING SPECIALIST**, 4/99 - 6/02

- Kept abreast of and administered the latest GAAP and valuation theories to keep proprietary business valuation software products on the leading edge. Verified accuracy of thousands of complicated accounting calculations, Excel formulae, and database download operations to ensure quality of data.
- Designed and developed Excel workbook from 16-bit to 32-bit version, including over 125 worksheets and thousands of complicated accounting tables, calculations, formulae, and database download operations. Wrote VB modules to perform the programmatic upgrade operations, which included mapping cell-by-cell between versions, and extensive error checking and prevention.
- Wrote program "plug-ins" in VBA and Excel macros to further enhance product capabilities.
- Provided online and verbal technical support to end users regarding product usage and valuation theory and application. This included auditing, identifying and repairing corrupted customer project files, customizing projects for particular purposes, writing HTML "FAQ" web pages, and advising customers on proper accounting and valuation theory application.
- Traveled extensively to conduct software-training seminars. Gave presentations on program usage and assisted attendees with software installation and troubleshooting.

**BKD L.L.P.**, accounting firm, Denver, CO

**STAFF ACCOUNTANT**, 12/01 - 10/02

(Part-time position concurrent with Wiley-ValuSource to fulfill CPA licensing requirements)

- Analyzed and input client financial data into ValuSource Pro software package and performed valuations using multiple valuation methods and techniques. Examined and interpreted financial records on "market comparable" companies. Extensive internet research and analysis on national, regional, and local economic conditions and forecasts.
- Produced valuation reports from ValuSource Pro conclusions for submittal to clients and as litigation support documents. Customized MS-Excel workbooks and MS-Word report templates to fit specific client needs and entity types.

- Prepared personal and corporate tax returns for supervisor review. Process included collection and organization of client tax documents, inputting and validating data in proprietary web-based tax program, preparation of federal and state tax returns, and proper care and storage of client documents.

**U.S. OLYMPIC COMMITTEE**, not-for-profit organization, Colorado Springs, CO  
**STAFF ACCOUNTANT**, 9/97 – 3/99

- Oversaw and enforced accounting standards and policies.
- Prepared monthly state sales tax returns for the various USOC retail outlets throughout the country.
- Reconciled inventory, cash, A/R, A/P, sales taxes, and other various accounts on a monthly basis.
- Prepared and posted journal entries as needed.

**UNITED STATES ARMY RESERVES**, military, Ft. Carson, CO  
**FINANCE COMPANY COMMANDER**, CPT, 5/90 – 4/01

- Lead and supervised 25 enlisted personnel in performing battalion finance tasks. This included monthly presentations, researching and resolving payroll, travel, bonus, and reimbursement issues.
- Advised the battalion commander on all financial matters and battalion fund status.
- Inspected all financial activities and operation of finance and accounting systems.
- Planned, prepared, and supervised monthly training exercises to ensure personnel were always current on Army regulations, and maintained an active training program for new section personnel on their duties and responsibilities.

## **EDUCATION**

MSM, INFORMATION TECHNOLOGY, Colorado Technical University, 6/00.  
 MBA, ACCOUNTING, University of Colorado, 5/97.  
 BS, FINANCE, University of Colorado, 5/90.

## **SOFTWARE PROFICIENCIES**

MS-WINDOWS/JDE/EDWARDS OS400 MS-OFFICE PRO  
 QUICKBOOKS PROMS-VISUAL BASIC MS-VBA  
 DREAMWEAVER MS-NETMEETING MS-PROJECT  
 HTML SQL RATIONAL ROSE MS-ACCESS MS-WORD MS-EXCEL  
 MS-POWERPOINT MS-BINDER MS-VB.NET

## **ACHIEVEMENTS**

- Member of Mensa
- Passed the CPA exam