**Michael J. Cuthbert**

**1290 M Street**

**Arcata, California 95521**

**Objective**

 Remote employment in bookkeeping, customer service, or any business-related field.

**Qualifications**

* **Bookkeeping**

Full-charge bookkeeping skills with Quick Books including the accounting cycle, payroll, tax deposits and filings, asset documentation, inventory management, depreciation, regulatory reports, and essential organizational management.

* **Sales**

Top producer in many sales positions including in-house and outside field sales representative.

* **Management**

Acted as middle management between business owners and entry-level employees for various companies.

* **Communication**

Professional phone technique acquired from executive position with international sports marketing and travel company. Experienced and comfortable with presentations to clients or co-workers.

* **Leadership**

Owner of construction / painting business with up to three employees. On board of directors for East Bay Soccer League while running Hayward United Soccer Club.

**Relevant work history**

* ***Director of International Operations,* ExperSport Incorporated** Santa Monica, CA

Design and operation of group tours for youth sports teams seeking international competition, tournament participation, top-level instruction, and sightseeing. Handled sales and operations working with ExperSport representatives in Europe and South America. Assisted in development of marketing strategies and budget forecasting. Managed diversification into sports television production with 20th Century Fox Television, radio ad production for the 1984 Olympics in Los Angeles, book and magazine production, organization of a charity “Soccerthon” event with the March of Dimes and the City of Los Angeles.

* ***Bankruptcy Analyst,* Security National Partners** Eureka, CA

Researched and corrected accounting errors in mortgage loans involved in bankruptcy purchased by this large loan servicing corporation prior to transfer to upgraded computer hardware and software systems.

* ***Light Manufacturing,* Specialty Design** Arcata, CA

Five years’ experience as bookkeeper and paymaster for jewelry display case manufacturer along with wood and plastic fabrication, computer systems management, design and implementation of marketing strategies, cost and profitability analysis, sales, and employee management.

* ***Customer Service,* Thomas Home Center / Hensel’s Hardware** McKinleyville / Arcata, CA

Assisted customers with hardware and lumber purchases.

**Education**

* Bachelor of Science, Business Administration w/ Marketing emphasis, Humboldt State University May 1994
* Intermediate Bookkeeping certificate, College of the Redwoods, August 2017