

# Kevin Dees

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## Long Term Objective

My long term objectives are to surround myself in the area of Information Technology, Information Systems, and the use of those systems to perform Accounting tasks.

## Education

1999 – 2002 Brigham Young University Provo, Utah

## Work Experience

*May 2008 – Present*

*Sweetwood Farm Co., LLC*

*Sweetwood Farm, Inc.*

### **Sales/Office Administrator**

*Commodity Sales included the management of inventory, gassing processes, customer support, collections, and reporting to Headquarters.*

*Duties as the Office Administrator included overseeing Payroll and all HR issues, supervising all cost reports, managing employees and taking care of In House IT and IS needs. Linux, Unix, Windows 98/2k/2k Server/2003 Server/2003 Exchange Server/XP.*

*June 2006 - May 2008*

*Boghosian Raisin Packing Co., Inc.*

### **Assistant Controller/Information System/Information Technology Manager**

*Duties in Accounting included Implementation and Controlling of In-House Accounting Software, Overseeing Checking Accounts, Loan Accruals, Payroll Accruals, Bank Reconciliation, Invoicing, Cost Accounting, and Crystal Report Writing.*

*Duties in IS/IT included maintaining and troubleshooting all Computer Network Functions on Unix/Windows/Linux Systems, Website Design/Maintenance, Exchange Server Hosting and Maintaining, and cabling for networks and telephone systems. Linux, Unix, Windows 98/2k/2k Server/2003 Server/2003 Exchange Server/XP.*

*January 2002 - June 2006*

*Stamoules Produce Company, Inc.*

### **Sales/Information System/Information Technology Manager**

*Duties in IS/IT included maintaining and troubleshooting all Computer Network Functions on Unix/Windows/Linux Systems. Maintaining communications from 4 remote offices to a Central Headquarters through the use of frame relays and the use of the 5.8 Ghz Band on the Trango Broadband Wireless Point to Multipoint devices. IS/IT duties also included Website Design/Maintenance, Linux Email Server Hosting and Maintaining, cabling for networks and telephone systems, and Custom Design of reports in InfoMaker Report Writer, Crystal Report Writer, Microsoft Access, and HTML Intranet and Internet Reports. Linux, Unix, Windows 98/2k/2k Server/XP.*

*Duties in Accounting included Implementation and Controlling of Famous Accounting Software, Bank Reconciliation, Invoicing, Sales, Tracking Wires, Cash Receipts, Accounts Payable, Purchase Orders, Shipping, and Cost Accounting.*

*June 1999 - January 2002*

*Mity-Lite, Inc. - Orem, Utah*

### **Assistant Accounts Receivables Clerk**

*Duties included Billing, Credit Memos, Debit Memos, and Deposits for a company that bills over \$40 million per year. Coordinated with 50 salespersons, making sure all orders were entered correctly and coordinating account research. Also designed and wrote Unix reports in Seagate Crystal Report Writer, as well as use of the complete Microsoft Office 2000 package (Word, Excel, Access, Outlook, and Powerpoint).*

*March 1999 - June 1999*

*Mity-Lite, Inc. - Orem, Utah*

**Assistant Marketing Manager**

Duties included cross-checking potential leads for new customers throughout the world. Telephoning and using the internet to confirm correct address, assisting in Competitive Intelligence, coordinating new leads with Sales Team, and cleaning company database of duplicate company entities. Reason for Leaving: Accounting promotion with-in company.

*April 1998 - February 1999*

*Personally Contracted Labor - Firebaugh, California*

**Computer Repair, Self-Employed**

Took care of the needs of different individual's computers and software. It was a side job to the other places of employment. Done strictly on own. Reason for Leaving: School

*November 1997 - December 1998*

*El Rancho Drugs - Firebaugh, California*

**Manager & Bookkeeper**

Took Care of Purchasing, Deposits, Accounts Payable, Accounts Receivable, Reconciliation, Keeping the Computers up to Date and Running, & Taking care of the Professional Needs (Lawyers & Certified Public Accounts). Reason for Leaving: Sell of Store.

**Volunteer Experience**

Full time Representative for The Church of Jesus Christ of Latter Day Saints, November 1995-1997 Baton Rouge, Louisiana & Boy Scouts 1988-1998 (Eagle Scout & Adult Varsity Coach/ Assistant Scout Master Troop/Team 3) Kerman, California