

# **Heidi Mae Villa**

Available August 7th, 2017 - 13205 Quails Bluff Cir, Lake Wales, FL 33853 - hvilla@gus.pittstate.edu

## **EDUCATION AND SCHOLARSHIPS**

**Pittsburg State University**, Pittsburg, KS

Bachelor of Business Administration **Major:** Accounting **Minor:** Internal Auditing

**3.4 GPA** – Degree Received May 2016

**Kansas City Metropolitan Community Colleges**, Blue River Campus, Independence, MO

Associate of Applied Science - Business Administration **Emphasis:** Accounting

Degree Received December 2008

**Kahmann, Gary and Linda Accounting Scholarship**, Pittsburg State University

Awarded \$1,500 2015/2016 School Year

**Joseph Francomano Scholarship**, Junior Achievement

Awarded \$10,000 1999

## **SKILLS**

- Capably expedite Dynamics AX, Jenzabar, Peachtree, and Microsoft Office Suite
- Build goodwill through public speaking and formal/ informal presentation
- Understand and apply methods of statistics, business finance, and organizational management
- Process accounts receivable, accounts payable, account reconciliation, adjusting journal entries, and prepare financial statements

## **MOST CURRENT WORK AND EXPERIENCE**

**Self Employed Online Retailer of an Ebay Store**, [Lake Wales, FL 33853]

<http://www.stores.ebay.com/ClassyIs> Duration: 9/16- Present

- Filed appropriate local, state, and federal forms to create legitimate self employment
- Performed research to value of inventory to maximize profit margin
- February 22nd 2017 awarded Top Rated Seller Status by Ebay
- Made online store & all social media accounts indexed on Google, Bing, and Yahoo

## **FORMER WORK AND EXPERIENCE**

**Research Coauthor for “Gorillas Stand Up for Working” Project**, Pittsburg State University.

[1701 Broadway St, Pittsburg, KS 66762] 620-231-7000 Duration: 8/15- 5/16

- Secured a donation of over \$15,000 in retail value of standing desks
- Created marketing recruiting email to obtain human subjects for study

**Traineeship Assistant, Pittsburg State University.**

[1701 Broadway St, Pittsburg, KS 66762] 620-231-7000 Duration: 6/15- 5/16

- Used Zimbra Calendar to manage the appointments of Interim Associate Director of Irene Bradley Ransom College of Nursing
- Created data sheet report for annual \$650,000 Advanced Education Nursing Traineeship Grant

**Inventory Accounting Intern, Sugar Creek Packing Co.,**

[1600 W McKay St, Frontenac, KS 66763] 620-232-2700 Duration: 5/14-5/15

- Input direct material loads; process intercompany transfers; check daily inventory
- Corrected and input inventory data for over 50,000lbs of raw material daily
- Aided in calculation of variance report for 8 departments
- Used excel to complete daily operating report of company that produced approximately 86 million dollars in revenue annually

**Accounts Payable Administrator, National Oak Distributors.**

[6529 Southern Boulevard, West Palm Beach, FL 33413] 561-478-2711 Duration: 02/11-09/11

- Scanned payments for accounts receivable to post (segregation of duties responsibility)
- Ran daily bank deposits averaging \$35,000 remotely
- Supervised mail room, office supply inventory, and on site physical file storage

**Finance Assistant, Kansas City Art Institute.**

[4414 Warwick Boulevard, Kansas City, MO 64111] 816-802-3419 Duration: 08/08-09/10

- Administered loan service to Perkins Federal Loan Program of 600 students
- Receipted for continuing education courses of 50 students
- Ensured compliance with in federal regulations
- Collected and arranged payment plans on past due student tuition accounts of 20 students

**Escrow Assistant, First American Title Insurance.** [6406 College Boulevard, Overland Park, KS 66212]

913-451-4611 Duration: 04/05-4/08

- Read and entered real estate sales contracts into title software
- Aided in title prep (i.e. acquire payoff amounts, HOA bylaws, and copies of official documents)
- Answered phones, directed clients to appropriate escrow closing officer.
- Notarized documents

**OTHER**

Additional references available upon request. Time lapses in employment are due to pursuing other experiences as studying to sit for CPA exams or moving to a new state.



