

## Rita Schrimpf TM-CMP

<http://home.neo.rr.com/schrimpf/rita/resume/>  
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### EDUCATION & TRAINING

Certified as Music Practitioner, Music for Healing & Transition Program Inc, Hillsdale NY, 2006

Musical studies through self-study, workshops, and harp lessons, 1999 to Present

Continuing professional education through self-study courses and seminars

- ♦ Music Medicine, 2006
- ♦ Accounting, auditing, tax; and CPA examination review courses, 1995 to 2000

Bachelor of Science in Accounting, Dyke College<sup>\*</sup>, Cleveland, Ohio, 1995, *Summa Cum Laude*

Studied Accounting, Bryant & Stratton Business Institute, Parma, Ohio 1991 to 1992, *4.0/4.0 GPA*

Certified Technician of Electronics, Electronic Servicing Institute, Euclid, Ohio, 1986

### EMPLOYMENT HISTORY

Income Tax Clerk Assistant, City of Wadsworth, Wadsworth, Ohio, 2008 to Present

Independent Beauty Consultant, Mary Kay Inc, Rittman, Ohio (self-employed, part-time), 2004 to Present

Adjunct Instructor, Southern Ohio College NE<sup>\*\*</sup>, Akron, Ohio, (temporary) 1999

Accountant, Levin Swedler & Company Inc, Akron, Ohio, 1997 to 1999

Full-Charge Bookkeeper, Accountemps, Akron, Ohio, (temporary) 1997 to 1998

Accountant, Merinar CPA Inc, Medina, Ohio, (temporary) 1997

Accountant, Gregory J Weisheit CPA Inc, Medina, Ohio, 1996 to 1997

Student Assistant in Student Financial Aid Office, Dyke College<sup>\*</sup>, Cleveland, Ohio, 1993

Avon Products Inc

- ♦ Coordinator, Lakewood, Ohio, 1986
- ♦ Sales Representative, Lakewood, Ohio 1984 to 1986; and Cleveland, 1981 to 1983

General Office, Sales, Waitress, Cashier, Various companies, Cleveland, Ohio area, 1978 to 1991

### SKILLS & ACCOMPLISHMENTS

- ♦ Manage a small practice in music medicine.
- ♦ Manage a small home-based business in direct sales of skin care and cosmetics.
- ♦ Taught a business finance course at local junior college.
- ♦ Supervised advertising activities; maintained databases of clients and prospects.
- ♦ Sold books, jewelry, gifts, health and beauty products through direct sales and telemarketing.

#### Accounting, auditing, and tax

- ♦ Prepared income and business tax returns for four busy tax seasons.
- ♦ Worked on GAAP and Single Audit Act audits from planning through writing of audit reports of mid-sized businesses, local governments and not-for-profit organizations.
- ♦ Completed compilations, reviews, and tax closeouts.
- ♦ Performed all aspects of financial reporting and analysis.
- ♦ Researched relevant issues for auditing, financial reporting and tax issues.
- ♦ Identified improper software setup and designed solution to bring system into conformity with GAAP.

#### Software Abilities

- ♦ Skilled with specialized software for accounting (Peachtree, Quickbooks), trial balance (ATB), tax preparation (Arthur Anderson, CCH, Intuit), fixed asset management, research, and practice aids.
- ♦ Familiar with Microsoft-based office productivity software including spreadsheets, word processors, database, presentations, scheduling and contact management.
- ♦ Installed and set-up accounting software systems at clients' locations.
- ♦ Proficient with Windows 98/XP, networked environments, browsers, e-mail, file transfer, and faxing.

<sup>\*</sup> Since renamed *Myers University*

<sup>\*\*</sup> Since renamed *Brown Mackie College*