

# Catherine Hazard

cat@artistpages.net  
818.825-4095  
West Hills, CA

## Resume

### Objective

I'm seeking a position or projects in either accounting or web-design, or as a project manager. I appreciate efficiency and a professional but casual and friendly atmosphere. I excel at seeing how the details fit into the bigger picture with intuitive objectivity.

### Experience

#### **10 Years > Web / Graphic Design**

Offering: a cost-efficient, effective web presence tailored to target markets.

Creating: friendly websites, e-commerce solutions, email marketing campaigns, print catalogs, forms, photographs, image enhancements, graphics, blogs, forums, project management and collaborative applications, social network and viral campaigns.

Tools: HTML, XHTML, CSS, PHP, DHTML, JavaScript, MySQL, Adobe CS4 (Dreamweaver, Photoshop, Flash, etc.), CMS, open source software and scripts, SEO.

A sampling of my portfolio can be viewed here: <http://artistpages.net>

#### **20 Years > Bookkeeping / Accounting**

I am proficient in all aspects of bookkeeping through trial balance; all reconciliations and schedules, general ledger and journal entries, troubleshooting, A/R, A/P, assets, liabilities, payroll, P&L, custom management reports. Also: preparation of tax forms and supporting schedules; corporate, partnership, individual, payroll, sales tax, and business taxes.

My clients have included: wholesale, retail, manufacturing, service, investment, non-profit, property management, entertainment, medical, education/university and multiple entities.

I've worked with a variety of software; QuickBooks to MAS90, spreadsheets, specific industry-oriented accounting packages, and been responsible for researching, recommending and implementing upgrades. I interface well with controllers and CPA's, and have been responsible for supervision and training of office staff.

References available upon request.