

CHELSEA ANN K.E. FERNANDEZ

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EDUCATION

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<p>[REDACTED]  <i>Major: Accounting</i>                  Degree: AS                  G.P.A.: 3.13</p>	<p>University of Hawaii Maui College</p>
<p>[REDACTED]  <i>Major: Business</i>                  Degree: AAS                  G.P.A.: 3.13</p>	<p>University of Hawaii Maui College</p>
<p>[REDACTED]  <i>Basic Training and Carpentry/Masonry School</i>                  Honor Graduate</p>	<p>Military Training</p>
<p>[REDACTED]  <i>DOE Diploma</i>                  College prep courses, G.P.A.: 3.7, Cum Laude Honors                  Vice-president of Leo Club, Class Rep, Secretary of Spanish Club, Secretary of 4-H                  Onomea Comets, Member of Science Club &amp; Japanese Club</p>	<p>Hilo High School</p>

EMPLOYMENT

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<p>May 2012 – Present  <i>Tax Professional/Bookkeeping/ Payroll</i></p>	<p>VIP Tax and Accounting</p>
<ul style="list-style-type: none"> <li>▪ prepare personal, business and corporate tax returns</li> <li>▪ prepare financial statements and accounting work for business clients</li> <li>▪ meet with clients and help them prepare for their tax requirements</li> </ul>	
<p>Aug 2007 – Present  <i>Office Manger</i></p>	<p>FemanTECH, Inc.</p>
<ul style="list-style-type: none"> <li>▪ scheduling for field technicians</li> <li>▪ maintain accounts including invoicing and payables using Quickbooks</li> <li>▪ organize projects and job files</li> <li>▪ communicate with clients to verify work orders and job completion</li> <li>▪ research Requests for Bids and Proposals</li> </ul>	
<p>Aug 2005 – Mar 2010  <i>District Leader</i></p>	<p>Primerica Financial Services – A Citi Company</p>
<ul style="list-style-type: none"> <li>▪ train and manage 15-20 associates</li> <li>▪ develop a Financial Needs Analysis for clients</li> <li>▪ answer questions regarding financial assistance and insurance</li> <li>▪ process first time home mortgages and/or refinancing</li> <li>▪ licensed in Hawaii as a mortgage solicitor, and life and health insurance agent</li> </ul>	

- Jan 2004 – May 2005      U.S. Army Reserve – 411<sup>th</sup> ECB(H) *Deployment*  
*Convoy Driver/Engineer*
- lead vehicle driver for convoys in and around Baghdad, Iraq
  - drove for the Lieutenant and helped determine convoy routes
  - posted guard for missions outside the gates, help protect other troops
  - meet with the local Iraqi Citizens help them improve their living conditions

- Aug 2003 – Dec 2003      Penncro & Associates  
*Collections Agent*
- informed cardholders of delinquencies on accounts
  - arranged payments to help cardholders clear accounts

- Jan 2003 – Dec 2003      Mc Donald's Restaurant  
*Crew Trainer/Shift Manager*
- cashier duties, stock, food prep
  - opened and closed store
  - reviewed daily sales reports
  - trained new employees for hired positions
  - helped develop other employees for promotions and different job positions

#### CERTIFICATIONS

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- December 2008: Certificate of Competence – Supervision I/II
- December 2007: Certificate of Competence - Marketing
- December 2007: Certificate of Competence – Entrepreneurship I
- November 2006 – March 2010: Accident and Health Insurance [REDACTED]
- December 2005 – March 2010: Life Insurance [REDACTED]
- September 2005 – December 2010: Mortgage Solicitor [REDACTED]

#### SKILLS

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##### Computer Software:

- Microsoft Office 2007, 2010: Word, Excel, Publisher, Outlook, PowerPoint
- QuickBooks Pro 2008, 2012
- Quickbooks Accountant Destop/Online 2013 – 2015
- Adobe Photoshop Elements
- Proshow Producer – DVD slideshow production
- Quickquote – insurance software

##### Computer Skills:

- Basic troubleshooting & maintenance of computers
- Typing 45wpm

#### COMMUNITY SERVICE/ASSOCIATIONS

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##### Na Koa Kahiko Wahine –Military Women's Organization

- 2014-present:President

##### Hawaii Governor's Advisory Board Member: Office of Veteran Services

- 2012-present

##### Hawaii Military Women Veterans Task Force

- 2012-2015: Member

Boy Scouts of America: Pack 68

- 2013-present: Member
- 2013-present: Den Leader

Wailuku Elementary School PTSA

- 2013-present: Treasurer

Maui Lions Club

- 2009-present: Member
- 2010- present: Treasurer

Hawaii Business and Professional Women

- 2011-present: Member
- 2014-Present: State Vice President
- 2011-2014: State Secretary

Maui Young Business Roundtable

- 2009-2010: Member

Army Family Readiness Group – U.S. Army Reserve Unit: 871<sup>st</sup> Engineer Company

- 2006-2008: Member
- 2008-2009: Secretary

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