

Mark A. Tersolo
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EXPERIENCE:

APPRAISALS-UNLIMITED, Brookline MA
February 2001 - Present

RANDSTAD NORTH AMERICA (formerly Office Specialists), Peabody, MA

Corporate Accountant \ Cash Analyst
February 1999 - February 2001

- Manage daily cash reporting of \$8 million
- Responsible for weekly wire transfers in excess of \$2.5 million
- Created cash flow reporting for company (from lotus to excel)
- Responsible for analyzing profit and loss statements and other accounting functions

UNIQUE CASUAL RESTAURANTS, INC. (formerly DAKA International, Inc.), Danvers, MA

Senior Treasury Analyst
March 1994 - February 1999

- Managed daily cash reporting of \$5 million
- Managed \$125 million credit facility
- Responsible for daily wire transfers of \$500K+
- Supervised cash department, consisting of staff of two
- Created weekly ACH cash sweeps in excess of \$2 million
- Set up banking and credit card for new locations
- Maintained monthly reconciliation of corporate bank accounts
- Assisted in creation of new cash flow model and forecasting tools for newly-formed corporation
- Assisted in the planning /implementation of new corporate banking structure for newly-formed corporation

Assistant Accounts Payable Manager
January, 1992 - March, 1994

- Handled all weekly management responsibilities for accounts payable activities, which included cash management exceeding corporate controller in organizing weekly cash and credit meetings
- Responsible for fiscal month and year end closing of all A/P accounts, including analysis statements
- Created new procedures for all vendor payment terms and payment schedules
- Reviewed and approved all monies allocated to various departments and prepared disbursements schedule
- Supervised A/P department, consisting of staff of four

Staff Accountant
March, 1990 - December, 1991

- Maintained monthly billings to clients, assisted in clients, assisted in client audits
- Provided accounting support to field locations, clients and all levels of management
- Responsible for auditing weekly sales reports for up to 40 locations
- reconciliation and issuance of profit and loss statement; balance sheet analysis

Vendor Relations Representative
March, 1989 - February, 1990

- Relationship support for vendors and customers of national hospitality management corporation
- Liaison between customers, vendors and banks for reconciliation purposes
- Applied corrections to various A/P accounts and rerouted misdirected payments to proper vendors
- Responsible for monthly closing and ledger accuracy

SEARS, ROEBUCK & COMPANY SERVICE CENTER, Danvers, MA

Parts and Service Representative
May, 1984 - June, 1988

- Assisted customers in service retail operation; received and coded purchase orders
- Created surplus material program for technical service department
- Assisted in year end inventory count

EDUCATION:

North Adams State College, North Adams, MA
Bachelor of Arts/English Communications 1988

SKILLS:

Oracle; Microsoft Office, Word, Excel, Lotus 123, WordPerfect 5.0, 5.1; Wang VS series, Computron, Ross Renaissance Account

References available upon request