

# Rosanna M. Aragon, CPA

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## Career Objective

Establish, coordinate and maintain an integrated operational plan for the operations, accounting, financial reporting and internal controls of an organization. Provide effective leadership to a stable, flexible organization. Provide strategic and financial expertise to an organization.

## EXPERIENCE

### May 2005 — Present

*Owner, Aragon's Consulting Services • Moriarty, NM*

- Income tax preparation
- Financial planning
- Financial statement audit preparation and analysis
- Evaluation and development of accounting policies and procedures
- Manage daily financial and technology operations
- Government Contract/Project/Cost accounting

### August 2003 — February 2007

*Controller, AMERIND Risk Management Corporation • Non-profit/Section 17 Corporation • Albuquerque, NM*

- Finance team leader
- Directly supervised three team members
- Ensured integrity of financial results for reporting and management processes
- Managed daily accounting activities, including internal audit functions and analysis
- Resolved technical accounting and computer issues
- Developed and monitored budgets
- Prepared financial information, grant information, and claims statistics
- Established and maintained sound internal controls
- Managed and oversaw the annual audit
- Monitored the security of confidential financial records and established record retention standards
- Evaluated financial procedures, recommended and implemented improvements if necessary
- Monitored performance of the automated accounting system. Recommended and implemented improvements if necessary

### February 2000 — August 2003

*Staff Accountant and Best/Sage Certified Software Trainer*

*Burt & Nagel CPAs, LLC • Albuquerque, NM*

- Trained new employees on company policies and procedures
- Managed client relationships
- Prepared corporate, partnership, estate, non-profit, individual federal and state tax returns
- Prepared projections, valuations, audits, compilations, and reviews
- Performed implementations of MAS90 accounting software and managed technical support calls
- Performed tax, accounting, and other necessary software installations

### November 1994 — February 2000

*Full-Charge Bookkeeper*

*BPLW Architects and Engineers, Inc. • Albuquerque, NM*

- Direct supervision of two team members
- Prepared financial reports, bank reconciliations and monthly billings for commercial, private and governmental contracts (cost accounting)
- Managed and reviewed preparation of all aspects of payroll

## EDUCATION AND SKILLS

- Licensed Certified Public Accountant in New Mexico, 2005
- Self-starter, strong analytical abilities, team oriented, and dedicated
- Proficient with Microsoft Excel, Microsoft Word, Sage, MAS90, QuickBooks Pro, Microsoft Solomon, and other applications
- Bachelor of Business Administration, University of New Mexico, Albuquerque, NM
- Member of the New Mexico State Certified Public Accountant Society (NMSCPA)
- Member of the American Institute of Certified Public Accountants (AICPA)