Helen Ujvarosy

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Professional Skills

Accounting: Installation, management and operation of computerized accounting systems for a variety of small business and non-profit clients. Proficient in QuickBooks Professional and spreadsheets for financial analysis.

Software Customization, Customized Training, Program Implementation: Analyze existing workflow and develop specifications for software customization. Develop and produce customized training materials; deliver job-specific and system administrator training. Implement transition to new program; provide support to new users. Act as liaison to software developer to ensure that program meets specifications; report and test needed fixes during roll out period. Successfully train experienced computer operators and users with minimal computer skills.

Writing/Editing/Production: Write and produce step-by-step training materials and user documentation. Edit presentation papers, books & thesis for publication; write, edit and produce successful fund raising proposals to private foundations and NGOs.

Computer Skills: QuickBooks Enterprise & Pro, Microsoft Word, Excel, Microsoft Power Point, Legistar 5.0 (multilingual),

Experience

Manager of Accounting and Production, Digital Acoustics, LLC, 2005-2016

– Provided all accounting functions for a small electronics manufacturing company. As company production manager, scheduled internal and contract production and supervised permanent and temporary production staff. Oversaw inventory, domestic and international purchasing and shipping. Process all shipping paperwork and customer invoicing. Managed vendor relationships, domestic & international procurement,

Lead Trainer, Legistar Implementation for the Parliament of Iraq, 2011

– Successfully trained Arabic trainers in English to deliver Legistar training in Arabic to staff and members of the Parliament of Iraq. Converted standard Legistar training manuals to Power Point presentations on site to conform to local training methods.   Worked with Iraqi trainers to prepare training materials in Arabic. Using translators, analyzed legislative workflow to customize training to actual process.   Assisted Legistar Project Manager in report customization and program debugging.

Vice-President, Telchar Systems, Inc., 1984 - present

USA

– Set up and managed A/P, A/R, memorized transactions, general journal, for a $2.9M non profit agency. Created linked spread sheets to track client attendance. Developed spreadsheets to track client income by program and maintained up to date client lists. Reconciled bank statements and credit card accounts. Set up spreadsheet to monitor cell phone usage. 2004-2005.

– Analyzed workflow, developed software specifications, managed implementation and developed customized training for an integrated project management/accounting system for a

$25M general contractor. 2002-2003.

- Wrote and produced customized training materials and delivered training and on-site help desk for legislative tracking and text search software for the cities of Baltimore, Milwaukee, San Francisco, Pittsburgh, Groton (CT), Marietta (GA), Flint (MI), and the Villages of Lombard (IL) and Romeoville (IL). Managed the transition from existing city procedures to a fully automated system. Specified software customizations, conducted beta testing, coordinated data conversion and implemented program installation for the City of New York legislative tracking system. 1996-2003.

- Setup accounting/operations systems for small businesses and non-profit organizations and trained their personnel; managed accounting staff for investment partnership firm. Chief Financial Officer for Telchar Systems. 1984-present.

- Setup all financial and operating systems for a startup purchasing/export firm with 2 staff, 6 vendors and $200,000 annual sales. In two years, sales increased by 600%+, with more than 250 active vendors. Designed automated and manual systems that accommodated growth, at a cost of less than 65% of an additional salary. 1990-1992.

- Supervised multi-user accounting/order operation for a small international trading and computer sales/service corporation with associated offices in Hong Kong, Nairobi, London, Zagreb. Researched and sourced wide range of goods to specifications; prepared proposals to comply with USAID regulations; prepared final quotations (FOB, C&F, CIF); set up international Letters of Credit and Performance Bonds; secured preacceptance S.G.S. inspection; arranged sea/air transport; prepared export documentation; trained and supervised business interns; sales travel to China, Africa and Eastern Europe. 1985-1989.

International

- Developed and delivered on-site training to Parliament of Iraq and USAID trainers for their Legislative Management software software. 2010-2011

- Developed and delivered on-site training to Philippines Securities & Exchange Commission for their market surveillance software. Produced departmental training and procedural manuals, beta-tested new surveillance program, managed bug list tracking with software provider, assisted with surveillance program administration setup, Manila, Philippines. February/March 2003, June/July 2003.

- Developed training materials and delivered on-site training and help desk for capital market regulation tracking system for Romanian Securities and Exchange Commission (CNVM) in Bucharest, Romania. October, 1996 and May, 1997.

- Set up and documented computerized accounting system for local USAID capital market contractor office in Bucharest, Romania. December, 1996.

- Set up computerized accounting system and trained local staff of computer sales/service corporation in Nairobi, Kenya. August 1987.

Office Manager, SLG, Inc., 1979 - 1984

Office Manager / Consultant, Seminary Consortium for Urban Pastoral Education, 1976 - 1979

Office Manager / Agent, Select Travel, 1971- 1973

Education

- B.A., Anthropology, 1970. University of Wisconsin, Madison, Wisconsin

 References available upon request