



GINA HARP
Assistant Controller
ginaharp@tdi-bi.com

EDUCATION

Texas A&M University, College Station, TX, Accounting

Graduated Bryan High School, 1979

PROFESSIONAL EXPERIENCE

TDI-Brooks International, Inc., College Station, TX, Assistant Controller,
August 2012 – Present

- Posting and reconciling all AP, employee expense accounts, credit cards. Maintaining all AP files. Processing W-9's and 1099's for year end reporting.
- Collecting payroll and preparing report for processing. Preparing new employee packets, updating personnel records, preparing benefit and COBRA packages for terminating employees.
- Maintain fixed asset records, calculate depreciation, and prepare annual property rendition reports.
- Preparing seetime letters for employees requiring documentation for license renewal and upgrades.

Camrus Development Co Inc, Bryan, TX, Office Manager, 2008 – 2012

- Responsible for annual billing totaling \$6M
- Produced monthly aging, open invoices, sales and revenue reports
- Responsible for payroll processing for 15 employees including timesheets, payroll reports, and set up for new employees on the ADP payroll system

Kay Perrone & Associates, Bryan, TX, Staff Accountant, 2006 – 2008

- Provided bookkeeping/accounting for multiple clients in a variety of businesses
- Prepared bank reconciliations, recorded all financial transactions, reviewed and reconciled all general ledger accounts, and produced monthly, quarterly or annual financial statements

Family Owned Business, College Station, TX, Bookkeeper, 1994 – 2006

- Managed all financial transactions, AR, AP, general ledger review, financial statement preparation, prepared payroll, performed all payroll reporting, W-2's and 1099's



Scientific Services on a Global Basis

TDI-Brooks International, Inc.

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Bryan Construction Co Inc, Bryan, TX, Bookkeeper, 1988 – 2000

- Managed all financial transactions, verified and posted entries to general ledger
- Reconciled and balanced all accounts, computed interest rates on all time deposits
- Managed payroll and personnel files for up to 100 employees along with preparation of payroll tax returns, W-2's and 1099's

PROFESSIONAL TRAINING/CERTIFICATIONS

- QuickBooks
- Texas Business-Workforce Solutions
- Mastering Quickbooks-Intuit Training
- Human Resources/Responsibilities-Career Track