



Gina Harp

Assistant Controller

ginaharp@tdi-bi.com, (979) 693-3446

TDI-Brooks International, Inc.

14391 S. Dowling Rd, College Station, TX 77845

Ph: (979) 693-3446 Fax: (979) 693-6389

www.tdi-bi.com

PROFESSIONAL EXPERIENCE

- Assistant Controller, TDI-Brooks International, August 2012 - Present
- Office Manager, Camrus Development Co Inc., 2008 - 2012
- Staff Accountant, Kay Perrone & Associates, 2006 - 2008
- Bookkeeper, Family-Owned Business, 1994 - 2006
- Bookkeeper, Bryan Construction Co Inc., 1988 - 2000

KEY ACHIEVEMENTS - TDI BROOKS INTERNATIONAL

- 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 sea time letters for employees requiring documentation for license renewal and upgrades.

KEY ACHIEVEMENTS - CAMRUS DDEVELOPMENT CO INC.

- 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

KEY ACHIEVEMENTS - KAY PERRONE & ASSOCIATES

- 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

KEY ACHIEVEMENTS - FAMILY-OWNED BUSINESS

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

KEY ACHIEVEMENTS - BRYAN CONSTRUCTION CO INC.

- 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

FORMAL EDUCATION

- Texas A&M University, College Station, TX, Accounting
- Graduated Bryan High School, 1979



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PROFESSIONAL TRAINING AND CERTIFICATIONS

- QuickBooks
- Texas Business-Workface Solutions
- Mastering Quickbooks- Intiut Training
- Human Resources/Responsibilities- Career Track