

Laurie Van Kampen

David N. French Metallurgists • 2681 Coral Ridge Rd. • Brooks, KY 40109 • (502) 955-9847

Professional Experience – Overview

Nearly 20 years of Office Management and Full Charge Bookkeeping experience as follows:

- Account/GL Management
- Expense Control
- Computerized Processes
- Customer Relations
- Accts Payable/Receivable
- Account Reconciliation
- Weekly/Monthly Closings
- Multi-Period Payroll
- Human Resources
- Inventory Control
- Staff Training/Supervision
- Notary Public

Administration and Accounting Experience

- Fully managed company-wide accounting and reporting functions for up to 5 locations, including payroll for over 40 salaried and hourly employees, SOX reviews and state and federal filings.
- Performed liaison duties between senior management, employees and clients to enable communications and to ensure functionality between departments.
- Collaborated with external auditors, providing in-depth assistance with periodic and random corporate and governmental audits.
- Created and maintained Human Resources/Employee files for senior management and variable laborers reflecting salary and status changes while maintaining a high level of confidentiality.
- Maintained an office staff including training, scheduling and supervision.
- Managed multiple accounts with daily and monthly reconciliations, management expense accounts, General Ledger, AP/AR, budget and forecast preparation and a myriad of accounting functions.
- Proficient in MS Office Suite programs, web-based programs, Quickbooks, 10-key, type 50wpm.

Labratory Experience

- Conducted cursory examinations on metallurgical samples, tube failures, etc.
- Performed hardness tests and cross-section measurements on customers' samples to ensure accurate information to Metallurgists for reporting.
- Prepared micro-samples for inspection by lab staff to determine micro-structure, material verification and minute abnormalities in material.
- Maintained laboratory equipment to ensure accurate data for metallurgical reporting.

Education

- 1990 Bullitt Central High School • Shepherdsville, KY • General Diploma
- 1992 Southeastern FL University • Kissimmee, FL • AGS, Business/Hospitality