

Jacqueline Darneille Knoop, CPA

5308 Cascades Court • College Station, TX 77845 • Phone: 979-703-4507 • Email: jacquek95@yahoo.com

Objective	A position teaching accounting in a university setting	
Education	M.S., Accounting, Texas A&M University, 1997 B.B.A., Accounting, Texas A&M University, 1995, Magna Cum Laude with University Honors College of Business Administration Fellow, 1994-95 College of Business Administration Honors Program Internship with Coopers & Lybrand	
Employment	Christ United Methodist School for Little People , College Station, TX <i>Financial Assistant to Director</i> <ul style="list-style-type: none">• Perform AR, AP, Payroll, and general ledger functions.• Advises Director in regards to Board prepared budget. Perry Office Plus , Temple, TX <i>Chief Financial Officer • Senior Accountant • Accountant</i>	<i>2008-present</i>
	<ul style="list-style-type: none">• Oversaw and managed all accounting operations of business including AR, AP, Payroll, general ledger, cash flow, and fixed assets.• Prepared monthly financial statements and reported financial analysis of statements to owner/CEO of company.• Played a key role in the buyout and merge of our 2 largest, independently owned, competitors. Worked closely with bank on SBA loan packaging. Texas Workforce Commission , Temple, TX	<i>1997-2006</i>
	<ul style="list-style-type: none">• Created and managed Dislocated Workers Program, offering job training and relocation assisted for employees displaced due to jobs relocating to foreign countries. Texas Forest Service , College Station, TX <i>Graduate student worker</i>	<i>1997</i>
	<ul style="list-style-type: none">• Assisted Director of Finance and Administration in preparation of Annual Financial Report to be submitted to System Comptroller's Office• Provided leadership in the reconciliation of USAS and ABEST.• Assist in the development of new procedures for the TFS business office. Texas A&M System Offices , College Station, TX <i>Accountant</i>	<i>1996-1997</i>
	<ul style="list-style-type: none">• Responsible for combining annual financial reports of all components of Texas A&M University System into system-wide annual financial report.• Held workshops for and worked closely with all accounting heads of different system components to ensure accuracy of reporting.• Worked with System Comptroller on tracking legislation which would affect the Texas A&M University System.	<i>1995-1996</i>
Community Involvement	RAF Croughton (England) , Volunteer Income Tax Assistance Croughton American School (England) , PTO treasurer Fringford Preschool Playground (England) , Board treasurer Church Involvement , Children's Church leader, Vacation Bible School Teacher	
