

ROBIN L. DOTLICH

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QUALIFICATIONS SUMMARY:

Experienced accounting and tax preparation professional with a strong work ethic and attention to detail. Over twenty years of professional experience in a variety of challenging positions which have developed analytical, technical, and leadership expertise in financial, audit, managerial and tax areas.

PROFESSIONAL EXPERIENCE:

Tax Preparer – L.M. Henderson & Company, LLC, Indianapolis, Indiana, Nov. 2006 to present

- Prepared individual, corporate, and partnership state and federal tax returns during tax season
- Researched tax laws and regulations as needed with minimal guidance to ensure compliance with tax law and to minimize client taxation
- Performed audit, review, and compilation engagements
- Consulted with tax clients directly regarding their tax situation

Tax Preparer – Self-employed, Lafayette & Brownsburg, Indiana, January 2003 to April 2007

- Prepared and e-filed individual state and federal tax returns for clients
- Effectively researched complex tax issues, including international tax issues, student visas, and tax identification number procedures for nonresident aliens
- Dedicated to providing the highest quality tax preparation and consulting services which resulted in numerous referrals for additional clients during each subsequent year of business

Adjunct Professor – Purdue University, West Lafayette, Indiana, August 1999 to December 2000

- Dynamically taught four sections of OLS 376 – Human Resource Issues utilizing past management experience to facilitate undergraduate discussion of case study management issues
- Strengthened my public speaking and presentation skills while requiring students to achieve excellence in problem solving and analysis of simulated situations in the business environment, as well as documenting their work in written form during the semester

Audit Senior Risk Advisor – BANC ONE CORPORATION, Indianapolis, Indiana, July 1996 to November 1997

- Successfully managed consultative efforts for a one-year comprehensive information system security project for a major subsidiary, resulting in substantially strengthened system controls and improved system workflow processes
- Managed various audit teams which documented and evaluated information system controls for two significant BANC ONE CORPORATION subsidiaries

Controller - Bank One, Lafayette, NA, Lafayette, Indiana, June 1994 to July 1996

- Managed the accounting and deposit operations departments, consisting of 18 employees
- Performed all Bank regulatory financial reporting and loan loss reserve financial analysis, forecasting and budgeting, as well as presentations and communication with the Board of Directors
- Coordinated corporate consolidation efforts for accounts payable, wire transfer, deposit operations, and accounting departments

Audit Supervisor - BANC ONE CORPORATION, Indianapolis, Indiana, September 1993 to June 1994 and Milwaukee, Wisconsin, March 1992 to September 1993

- Supervised audits of BANC ONE CORPORATION affiliates and subsidiaries to evaluate adequacy of internal controls, analyze financial information, and ensure compliance with policies, procedures, and regulatory requirements
- Coordinated regional recruiting efforts, counseled staff in career and personal development, and performed departmental budgeting
- Actively participated in several Corporate-wide Quality Improvement Teams including Signature Card Imaging, Business Resumption, Records Retention, and the Deposit Product Specialist Committee

Senior Auditor - Ernst & Young, Milwaukee, Wisconsin, July 1987 to March 1992

- Supervised financial audit engagements for financial institution clientele in order to opine on the financial statements and offer consultative suggestions for improved profitability and controls
- Reviewed and documented computer and accounting systems to identify control weaknesses and offer recommendations for improvement

EDUCATION: B.S. Accounting/Systems Analysis, May 1987
Taylor University, Upland, Indiana
GPA: Cumulative 3.7/4.0, Major 3.7/4.0

PROFESSIONAL AND COMMUNITY INVOLVEMENT:

Certified Public Accountant (CPA) Certification
Crown Financial Ministries Budget Counselor and Small Group Leader
Harvest Bible Chapel Indy West Small Group Leader, Finance Committee
Brownsburg High School Girls Soccer Team Parent
Former Evangelical Covenant Church Special Needs Ministry Administrator
Brownsburg School Corporation Volunteer
Leadership Lafayette Graduate, June 1995

REFERENCES: Available upon request