**From:** Michele Lechner [mailto:mmlechner@yahoo.com]
**Sent:** Tuesday, January 20, 2015 7:38 PM
**To:** ckrum@gulfofmaine.org
**Subject:** Bookkeeping Opportunity at Gulf Of Maine Council

Hi Cynthia -

I was forwarded a bookkeeping opportunity in your organization from Sue Cobler, whom I work with at the Gundalow Company in Portsmouth, NH.

I have attached my resume for your review, but here is a summary:

I started a company in January 2014 (Seacoast Balanced Accounting LLC) offering accounting and bookkeeping services to small companies.  I currently have three clients - one is a high net-worth individual, one is a non-profit association (Exeter Youth Lacrosse) and one is the Gundalow Company.

I am a CPA certified in Illinois (not currently active).  I started my career in tax accounting working for Ernst & Young in Chicago and then with Coopers & Lybrand in San Francisco.  I moved into corporate finance working for Schlumberger as an assistant controller and then for Charles Schwab.  My last position with Charles Schwab was as the CFO of a subsidiary in Austin, TX.  While working for Schwab, I also earned my MBA from the University of San Francisco.

After many successful years in corporate America, I decided to take a couple of years off to have children (I have three boys).  I started a small business making and selling baby blankets to high-end baby boutiques throughout New England.  At the height of our popularity, we were in more than 20 stores and had brisk internet sales.  For a number of years, I was also the treasurer for the Exeter Day School.

I am certified in QuickBooks and use it frequently for my own business as well as for my two non-profit clients.  I do have experience with non-profit bookkeeping but I don't have extensive experience, although I do learn very quickly, as Molly Bolster can attest to!

Please review my resume and let me know if you feel like I could be a good addition to the council.  My hourly rate is $45/hour.

Thank you for your consideration.

Michele Lechner