

LAURIE M. SZILAGYI

40 Sandy Brook Drive, Durham, NH 03824-3138
Office: 603.868.7475 Cell: 603.799.1120 Email: laurie@lexian.com

PROFESSIONAL EXPERIENCE

LEXIAN MANAGEMENT ASSOCIATES, LLC

Durham, NH / 1999 - Present

Manager and co-owner

Founded in 1999, Lexian's mission is to simplify and minimize the effort necessary for non-profit boards to achieve their goals.

- ◆ Initial setup of QuickBooks files for clients
- ◆ Design customized chart of accounts based on the Unified Chart of Accounts for nonprofit organizations, or the Standard Chart of Accounts used by for-profit companies
- ◆ Submit advance requests and provide quarterly SF425 reports for federal grants
- ◆ Perform bookkeeping and accounting for several clients, in addition to overseeing the bookkeeping and accounting work of two other team members
- ◆ Responsible for delivery of accurate financial reports
- ◆ Interact with CPAs relative to tax filings
- ◆ Serve as the contact for clients relative to all bookkeeping/accounting work
- ◆ Graphic design portion of marketing process
- ◆ Provide backup for others in the areas of email marketing and web updates

UNIVERSITY OF NEW HAMPSHIRE

Durham, NH / 2003 – 2005

HUBBARD CENTER FOR GENOME STUDIES (HCGS)

Part-time Administrative Assistant

- ◆ Hired to track grants for the two co-directors of the HCGS
- ◆ Served as intermediary between the HCGS and the Business Services Center for the College of Life Sciences and Agriculture (COLSA)

EJS CONSTRUCTION, INC.

Portsmouth, NH / 1999 - 2001

Part-time Bookkeeper and Administrative Assistant

A custom home building company

- ◆ Responsible for all aspects of bookkeeping and clerical work in one-person office
- ◆ Converted bookkeeping system from manual to computer using QuickBooks Pro
- ◆ Created homeowners manual for clients

KRAFT INC., DAIRY GROUP
Regional Sales Analyst – Northeast Region

Malvern, PA / 1986 - 1990

- ♦ Analytical liaison for Sales, between the General Office and Accounting
- ♦ Compiled, verified, analyzed, and reported numbers from six sales offices
- ♦ Worked with area Sales Managers to create/manage \$10MM expense budget
- ♦ Traveled to area sales offices to train local personnel on PCs
- ♦ 1988 Sales Management Award winner for contributions in sales technology, forecasting and budget management

Senior Pricing Clerk and Acting Supervisor

Cherry Hill, NJ / 1984 - 1985

- ♦ Supervision of promotional advertising program
- ♦ Managed four employees in day-to-day administration of customer payments for promos
- ♦ Interacted with sales force on compliance and payment issues
- ♦ Self-taught Lotus 1-2-3 on first computer in department
- ♦ Developed automated program to manage \$6MM accruals
- ♦ Created database to track payments by sales area within region
- ♦ Monthly General Ledger reconciliation of \$6MM accruals
- ♦ Promoted and relocated to the regional sales office

EDUCATION

Rutgers University

Camden, NJ / 1983 - 1986

Courses in Business Management and Computer Science

Bucks County Community College

Newtown, PA / 1975 - 1978

Major: Drafting and Design