

Abbreviated Resume:

LEISHA ANNE EASTERGARD

Controller

Ms. Eastergard is a CPA and the assistant controller at Research Planning, Inc. In this capacity she is responsible for day-to-day accounting functions, including invoicing, payables, receivables, payroll, etc. Ms. Eastergard also prepares detailed project tracking sheets, budgets, and detailed financial statements for RPI's Management Team, and the company's Board of Directors.

EDUCATION & CREDENTIALS

CPA, Pennsylvania, 1996; Completed uniform CPA exam on first sitting - November 1994

MBA, University of Maine, Orono, ME, 1989

BS, in Economics, Fairmont State College, Fairmont, WV, 1984

PROFESSIONAL EXPERIENCE

1997-present: Assistant Controller, Research Planning Inc. Columbia, SC. Responsibilities include:

- Performing monthly and year-to-date budgeting functions;
- Developing detailed financial statements;
- Tracking monthly job-related activity and prepare invoices;
- Carrying out all payables and payroll responsibilities;
- Preparing and submitting all forms and schedules required for governmental contracts.

1997: Staff Accountant, Blue Cross & Blue Shield, Columbia, SC. Responsibilities included:

- Preparing and consolidating reports & schedules for Companion Technologies and its seven subsidiaries
- Calculating sales commissions

- Reconciling all balance sheet accounts for Companion Technologies
- Journalizing monthly closing entries for Dezine Healthcare Solutions
- Developing and instituting written procedures for monthly closing

1995-1996: Staff Accountant, Clark Lauer & Schaeffer CPAs, Selinsgrove, Pennsylvania.
Responsibilities included:

- Auditing and reviewing receipts & disbursements, payroll, receivables & payables, and special programs for governmental and private entities
- Analyzing payroll, interest and fixed asset accounts
- Performing comparative analyses of financial statements
- Executing financial statement compilations for partnerships and corporations
- Preparing tax returns for individuals, partnerships and corporations
- Filing government schedules for regulated industries

COMPUTER SKILLS

Extensive experience in numerous software packages including: WordPerfect, Excel, ATB3, Quicken, QuickBooks, Word, and Quattro