

Michelle Duncan
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Summary of Work Experience

More than 20 years' experience in Accounting, Financial Reporting and Analysis, Financial Planning, and Project Management in various capacities including Manager, Team Leader, and Individual Contributor

Experience includes:

- Accounting, account analysis and reconciliation, payroll, tax filings and accounts payable
- Reporting and analyzing financial statements, financial indicators, spending, cost reduction initiatives, capital investments, cash flow and implications for future
- Financial planning and budgeting, forecasting and modeling
- Design, development, and implementation of new processes and tools; focus on efficiency in process improvements; focus on effectiveness of information, presentation and packaging

Organization and Data Management Experience

The Program Evaluation Group, Pittsboro, NC (2010 – Present)

Part-time research assistant and office manager. Data entry, database design and management, bookkeeping

TABLE Ministries, Inc., Chapel Hill, NC (2010 – Present)

Accounting and bookkeeping, financial reporting, budgeting, payroll, payroll tax filings, and AP

Burgess Construction Company, Chapel Hill, NC (2004 – 2010)

Part-time bookkeeper and office manager

DeClutter for Real Life (2008 – 2010)

Co-owner, decluttering and organizational services

Nortel, RTP, NC (1987 – 2003)

Results Accounting and Reporting, Financial Planning & Analysis, Financial Support of Functional Organizations, Global Consolidations Planning and Reporting Prime.

Qualifications and Skills

- B.S. in Business Administration with Concentration in Accounting, UNC-CH, 1986
- Strong analytical skills, attention to detail, understanding of larger business drivers
- Strong Excel and spreadsheet skills; quickly learn and become comfortable with new software applications
- Strong interpersonal skills; able to communicate with, build relationships with and collaborate with coworkers in different capacities; strong written and verbal communication skills