Raymond White 38 Cedar Grove Road Little Falls, NJ 07424 (973) 890-7530 ray@raywhiteenterprises.com

Professional Experience:

1/81 - Present Ray White Enterprises Little Falls, NJ President Installing PC Based Financial Systems – MYOB, QuickBooks, Quicken, One-Write Plus, Peachtree, Pacioli Instructing OuickBooks to clients since 1992 Install the software for a single user or a network Give you a clear picture of your company's financial standing Design the Chart of Accounts to suit your specific needs Personalize your forms (checks, invoices, purchase orders, etc.) Customize your preferences Enter your beginning balances Provide advanced training to you and your staff Prepare individual income tax returns Bookkeeping Services

1/94 – Present Bloomfield College Bloomfield, NJ
Adjunct Professor
Course – Computer Literacy, Cobol, Systems and Design, MIS
Adult Education – Introduction to Computers, Word, Windows, Excel, Internet, PowerPoint, Access, Dreamweaver

5/90 – 8/94 Felician College Lodi, NJ Adjunct Professor Courses – Introduction to Data Processing, Management Information Systems, PC Macro Assembler, Systems Analysis & Design, Cobol Telecommunications

12/89 – 10/90 Automatic Data Processing Roseland, NJ Senior Systems Analyst Write program specifications Writing, managing and implementing project plans

7/84 – 12/89 Hattori Corp. of America Mahwah, NJ
Assistant Manager/Project Leader Financial Systems
Supervised staff of three – performance reviews and salary recommendations
Write program specifications
Training Users
Maintaining production and test JCL
Full support of CA-Masterpiece GL and A/P
Full support of Walker's CARMS (A/R)

5/80 – 7/84 Charles F. Guyon Harrison, NJ Senior Systems Accountant Designed, tested, debugged and implemented financial systems Designed modifications to increase efficiency 11/78 – 5/80 Kaysam Corp. Paterson, NJ Staff/Cost Accountant 7/77 – 11/78 Wakefern Food Corp. Elizabeth, NJ Junior Accountant Education: 1982 - 1987 Fairleigh Dickenson U. Rutherford, NJ MBA Finance 1978 - 1979 St. Peter's College Jersey City, NJ AA Computer Science 1973 – 1977 St. Peter's College Jersey City, NJ BS Accounting Systems Analysis Certificate Community Activities: President Little Falls Business Association for 10 years Certifications: QuickBooks Pro Advisor - Advanced Certification MYOB – Inner Circle Peachtree – Certified Consultant Additional Software Experience: Windows 3.1, 95, 98, 2000, XP Word Excel PowerPoint Access Lotus 1-2-3 WordPro WordPerfect Netscape FrontPage Dreamweaver