

JAMES D. MILLER, CPA

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EDUCATION

WALSH COLLEGE OF ACCOUNTANCY AND BUSINESS ADMINISTRATION
Masters of Science in Finance, December 2001

WALSH COLLEGE OF ACCOUNTANCY AND BUSINESS ADMINISTRATION
Bachelor of Business Administration, August 1995

OAKLAND COMMUNITY COLLEGE
Associate Degree in Business Administration, June 1991

SPECIAL SKILLS AND CERTIFICATIONS

QUICKBOOKS CERTIFIED PROADVISON

PEACHTREE ADVISOR

EXPERIENCE

DONOVAN J. MILLER, CPA, PC, STERLING HEIGHTS, MICHIGAN

Vice President, August 1998 to Present

Position involves providing business and computer consulting, along with traditional accounting and tax services to clients in a wide range of industries.

NATIONAL HUMAN RESOURCE COMMITTEE, INC. , Farmington Hills, Michigan

(Merged with Simplified Employment Services, Auburn Hills, Michigan)

Senior Analyst, July 1997 to July 1998

Preparation and review of financial statements, tax returns and general ledger reconciliation for multiple entities.

Participated in special projects as required by management.

MV SOFTWARE COMPANY, INC., CLAWSON, MICHIGAN

Controller, Trainer, May 1995 to July 1997

Performed accounting tasks, including preparation of financial statements, payroll and income tax returns. Responsible for cash management. Provided training and support for a nationally marketed accounting software package.

GILBERT & O'CONNELL, P.C., AUBURN HILLS, MICHIGAN

Accountant Internship, November 1994 to March 1995

Performed manufacturing, distribution and not-for-profit audits, reviews and compilations. Prepared corporate and individual tax returns.

BAAM, INC., DETROIT, MICHIGAN

Controller, March 1994 to August 1994

Responsible for accounts payable and general ledger. Processed payroll. Administrator for health insurance and Worker's Compensation. Maintained computer.

BLUE CROSS AND BLUE SHIELD OF MICHIGAN, DETROIT, MICHIGAN

Customer Service Claims Support Clerk, June 1993 to November 1993

Initiated the written inquiry process for customers. Gave general support to customer service representatives.

Data Operator Specialist, September 1991 to June 1993

Temporary Assignment, January 1991 to March 1991

GREGORY BOAT COMPANY, DETROIT, MICHIGAN

Accounting Clerk, April 1990 to November 1990

Responsible for all aspects of accounting: accounts payable, accounts receivable and general ledger. Prepared bank deposits and bank reconciliation. Performed collections of receivables and computer maintenance.

VARIOUS

Restaurant & Retail Store Manager, 1985-1990

MEMBERSHIPS

Fraternal Order of Police

Knights Of Columbus

Walsh College Alumni Association

Michigan Association of Certified Public Accountants

American Institute of Certified Public Accountants

Institute of Management Accountants