

Lisa R. Daniels

606 Grand Court
Siloam Springs, AR 72761

Cell 479.220.8860
Email: redowl1027@hotmail.com

PROFESSIONAL EXPERIENCE

- Highly organized in financial matters with over 5 years of Professional Accounting experience.
- Analytical Skills with over 15 years experience in Oil and Gas Division Order responsibilities.
- Computer proficiency.
- Excellent communication and presentation skills.

EMPLOYMENT HISTORY

IBM Business Consulting Services, Tulsa, OK,

Division Order Analyst

October 2008 - Present

- Responsible for analyzing payment decks in the Rockies Business Unit for ROAR IV project
- Analyzed and identified wells associated with notices of payments for revenue recognition.
- SAP experience.

Metro Woman Directory of NW Arkansas, Siloam Springs, AR,

Owner/Publisher

July 2007 - December 2008

- Responsible for all aspects of publishing a monthly magazine directory including coordinating sales, layout, content, publishing and distribution.

Drake Renovation and Construction, Inc. Siloam Springs, AR,

Office Manager and Accountant.

January - August 2007

Electrical Techniques, Inc., Tontitown, AR,

Full Charge Bookkeeper

May - October 2006 (temporary position upon moving to NW Arkansas)

IBM Business Consulting Services, Tulsa, OK,

Division Order Analyst

2003-2005

- Responsible for building payment decks in various geographical areas from original title information.
- Analyzed and distributed royalties from records resulting from major acquisitions of property.

MeadowBrook Country Club, Tulsa, OK,

Accounting Manager

2001-2003

- Responsible for entire monthly accounting cycle and financial reports.
- Maintenance and reconciliation of A/P, A/R and G/L accounts monthly.
- Payroll and Benefits Administration.
- Office and Hiring Manager.

Hill Manufacturing, Broken Arrow, OK,

Accountant

1998-2000

- Automated company records and implemented new accounting software.
- Responsible for bank reconciliation, tracking A/P, A/R and updating G/L accounts monthly.
- Generate monthly financial statements.

Bj Enterprise, Tulsa, OK,
Outside Salesperson and Accountant

1998-2000

- Automated company records and implemented new accounting software.
- Order entry, invoicing, payroll and commissions.
- Outside sales resulting in growth of customer base.

Amoco Production Company, Tulsa, OK,
Division Order Analyst

1982-1995

- Responsible for building payment decks in various geographical areas from original title information.
- Analyzed and distributed royalties from records resulting from major acquisitions of property.
- Selected as member of the committee to study file scanning and storage process
- Converted property records to new database system.

EDUCATION

Oklahoma State University Stillwater, OK

BS Degree - Management Science and Computer Systems, Minor-Accounting

ACTIVITIES

Tau Beta Chapter of Chi Omega Fraternity

Chi Omega Alumni Chapters in Tulsa and Northwest Arkansas

Women In Networking, Northwest Arkansas

Professional Women's Network, Rogers, AR