

Christine Woytowitz

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Job Objective A position in Accounting/Office Management

Professional Experience

- 1994-2010 P. Flanigan & Sons, Inc., Baltimore, MD
- Processed a large volume of AP invoices from job-cost coding and invoice entry through payment selection and disbursements. Printed and edited related reports.
 - Maintained cash requirements and vendor master files.
 - Processed all equipment and company loans, monthly rental and lease payments.
 - Handled daily check requests, expense reports and petty cash.
- 1992-1994 Nebel Design, Glen Burnie, MD
- Bookkeeper using one-write system for graphic design firm.
 - Office manager handling phones, correspondence, supplies, appointments, meetings and deadlines.
- 1981-1992 Potts & Callahan, Inc., Baltimore, MD
- Manned front desk and phones while typing all correspondence including letters, proposals, estimates, rental and contract billings.
 - Prepared bid documents. Notarized same.
 - Promoted to AP processing invoices through disbursements.
 - Promoted to AR billing creating invoices and monthly statements.
- 1969-1979 Baltimore City Fire Department, Baltimore, MD
- Maintained fire reports and code violations for the Fire Investigation and Fire Prevention Bureaus and compiled statistical reports for same.
 - Assisted officers in creating a new book of standards by incorporating the Fire, Health and Building Codes' requirements with O.S.H.A. standards.

Personal Activities and Part-time Employment

- 1965-1998 • Dance teacher (CCBC Essex, Baltimore County Recreation & Parks, NE YMCA)
- 1979-1981 • Floral designer for Raimondi's Florist main office; Assistant Manager and designer at several branch stores.

Education

Mercy High School graduate, Class of 1968

CCBC Essex: Accounting 101 and 102, Windows XP, Windows 2007