

# EDWARD M. FRENCH

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## SUMMARY

Self-employed professional with over 22-years' experience in Billing, Accounting, Management, Sales, Operations, Warehousing and Inventory Management. Ability to handle all accounting functions, including financial reporting, budgeting, A/R, A/P, payroll and bank reconciliations. Skilled in identifying and implementing policies, procedures and creating internal cost controls. I am old-school, roll up the sleeves and get it done!

## PROFESSIONAL EXPERIENCE

### **EDWARD FRENCH BILLING & BOOKKEEPING SERVICE**

**2008 – Present**

#### Self-Employed

Billing and Bookkeeping Service for Medical and Service Sector

- Full service billing and collection service that maximizes revenue while minimizing unpaid claims by verifying insurance, obtaining authorizations, code & bill and monitor unpaid claims. Our clients have successfully increased revenues and reduced denials.
- Current clients include a radiology center, psychologists and general practitioners.
- Bookkeeping, payroll and tax service to help business owners maximize profits by providing accurate reporting freeing the owner to make sound business decisions. Current clients include construction, restaurant, marketing and medical.
- Total employees - 5

### **SILVER HILL FINANCIAL, LLC**

**2006 – 2008**

#### Sales Associate

Responsible for marketing commercial loans to mortgage brokers for \$ 1B wholesale commercial lender

- Educated mortgage brokers on sales and marketing of commercial loans
- Worked within a team environment to process loans from initial submission to close
- Achieved ranking of 6<sup>th</sup> out of 68 for 2007
- Participated in all trainings sponsored by the company including Toastmasters

### **DYNAMIC TV MARKETING, INC.**

**1998 – 2006**

#### Operations Manager

Responsible for the day to day operations for Direct Response Marketing Company

- Responsible for all financial transactions including monthly/annual financial reports, A/P, A/R and all banking transactions.
- Produced annual revenues of \$2M. by managing sales, inventory and transportation to the "Pitch Market"
- Coordinated product placement on QVC from initial QC sample and documentation through delivering goods to distribution center.
- Improved office policy, procedures and controls to reduce overall expenditures
- Maintained Computer Network and office equipment.
- Negotiated all vendor contracts, procured all inventory and supplies.
- Coordinated attendance at 4 state fairs per year (i.e. setup/take down, inventory, housing, labor & fair relations).

**STEINER TRANSOCEAN, INC.****1995 – 1998****Purchasing/Warehouse Manager**

Responsible for purchasing, inventory control and distribution for \$80M+ company that owns the spa /salon concessions on 104 luxury cruise ships.

- Negotiated all vendor contracts and procured all product and supply orders.
- Managed inventory and established purchasing points for consumer and professional products.
- Established world wide distribution points and timetables to re-supply the vessels.
- Negotiated national and international shipping tariffs
- Developed inventory and delivery control systems, emphasizing cost control and accountability.
- Managed vessel and mail-order warehouse personnel and operations.
- Planned and coordinated three warehouse moves.
- Established procedures for both domestic and bonded facilities
- Served as company liaison to purchasing and operations personnel of several internationally based cruise lines.

**EURO HEALTH & BEAUTY, INC.****1990 – 1995****Operations Manager**

Responsible for all operations and accounting functions for \$5 M exclusive skin Care Company.

- Organized all import/export functions, inventory control and product import/distribution throughout the world.
- Negotiated vendor contracts and procured all product and supply orders.
- Facilitated office policy, procedures and controls, as well as, hired, trained and supervised warehouse and office personnel.
- Provided direct support to customers and sales force.
- Assisted in sales growth from \$500,000 to \$5,000,000. Coordinated attendance at four industry trade shows per year.

**EDUCATION**

Southern Illinois University, Carbondale, IL, 1982 – 1985