

CURRICULUM VITAE

CAMELIA RUSU
crusu@hershkovitz.net

EDUCATION

2012	George Mason University – Accredited Paralegal Certification
1998	Academy of Economic Studies of Moldova – Courses Toward Degree in Accounting
1993-1997	Faculty of Law, University of Bucharest – Bachelors in Law (Jurisprudence) and Accredited License

PROFESSIONAL EXPERIENCE

Hershkovitz & Associates, LLC, <i>Patent prosecution.</i>	Alexandria, Virginia <i>May 2012 to Present</i>
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Equator Restaurant Group <i>Chief Accountant</i>	Chisinau, Moldova <i>1998-2011</i>
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Handled full spectrum of financial and cost accounting (Accounts Receivable & Payable, General Ledger & Forecasting), including all account operations, project cost tracking, monitoring, controls and cost reduction. Utilized background in legal studies to ensure that all accounting practices met applicable regulations and laws.

Responsible for timely monthly consolidated financial statements, payments, cash-flow, payroll taxes, profit/loss statements, FCC regulatory filings and insurance requisites. Ensured company compliance with internal and external financial obligations, requirements of income taxes, sales taxes, property taxes, and payroll taxes; captured, recorded, processed, and stored all relevant documents and information about the financial activities of the business.

Maintained and updated quarterly company books and various department ledgers to prepare for audits. Prepared financial statements and accounting reports for distribution to managers for planning, control, and decision-making needs.

Supported owners in ensuring that intercompany cost allocations were in line with management agreements and transfer pricing policy. Established and maintained systems for cost-sensitivity analysis and early-warning of cost-overruns.

LANGUAGE SKILLS

Fluent in Romanian, Russian and English.