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*Thomas C. Fernandez*

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### Objective

A challenging position with a firm that offers career growth opportunities and a secure future.

### Work Experience

**March 2015-January 2023      GJF & Associates, LTD      Glen Ellyn, IL**

#### **Accountant**

- Bookkeeping including financial report generation for businesses with annual income of \$250K-5M
- Maintenance and auditing of client financial databases and hardcopy records including journal entries and reconciliations
- Preparation of state and federal tax returns including 1040/1120/1065/990/1041's
- Preparation of IRS forms including OIC's, Installment Agreements and Charitable Exemption Applications
- Illinois sales tax and employment reports
- Payroll and accounting forms including 1099/1096/W-2/W-3/940/941
- State and federal applications for new incorporations and business organizations including SS-4's
- Illinois Secretary of State applications, new business setup and registrations
- Maintenance of in-house small business infrastructure
- Notary Public

**March 2007-2015      Sign Outlet Store      Lisle, IL**

#### **Regional Field Engineer**

- Onsite and Phone Tech Support for equipment, software and materials. Including but not limited to on-site electronic diagnostic, board level repairs & software troubleshooting. Maintained relationships and equipment for 625 businesses across the Midwest
- Installation of Roland, Mimaki and Flora large format digital printers, flatbeds and vinyl cutters. Graphtec, Ioline & Vinyl Express equipment repairs. Roland, SignLab, and Scanvec Amiabile Software installation training and upkeep
- Advanced color management including experience writing .icc profiles
- Refurbishment of all used equipment for resale
- Trained all new customers on software (including Adobe Suite) and machines
- Assisted in sales of software, equipment and materials
- Managed the print-for-pay department in accordance with company policies. Prepared estimates, designed artwork, improved and modified files including color management and matching, produced product in a timely manner while giving excellent customer service
- Generated design files for annual open house, catalog and updated website using Adobe Dreamweaver

**Before 2007      Sign-A-Rama      Aurora, IL**

#### **Production Manager/Graphic Designer**

- Handled all day to day operations for 2 years prior to the sale of the business
- Highest 1st month of operational sales in the history of the Sign-A-Rama
- Highest 1st year of operational sales in the history of the Sign-A-Rama

### Education & Certifications

Wheaton Warrenville South High School - Glen Ellyn, IL - High School Diploma  
College of DuPage - Glen Ellyn, IL - Associates in General Studies  
DeVry University - Addison, IL/St Louis, MO - Computer Information Systems  
Northern Illinois University (DeKalb) - Accountancy  
Annual C.P.E. (Accounting)  
Roland Advanced Service Technician Certification (Expired)  
Flora Certified

### Business Application Experience and Proficiencies

Windows and Mac operating systems  
QuickBooks software and Certification (2009-2022)  
Drake Tax and Accounting Software (2010-2022)  
Intuit ProSeries Tax software 1040 (2006-2018)  
Thompson Reuters UltraTax software 1065/1120/1041/1040 (2006-2018)  
W-2Mate Payroll software (2018-2022)  
Microsoft Office proficiency including Access, PowerPoint, Excel, and Word (2005-2022)  
Point-of-Sale software including but not limited to Peachtree and FileMaker  
Extensive hardware, software, and networking experience