

# MICHAEL J. CHAPUT

16 Westland Avenue  
Old Orchard Beach, ME 04064  
(207) 934-3337

**CAREER** A challenging position with an innovative organization striving towards excellence.

**OBJECTIVE:** Newspaper Description: Decision Support System Analyst.

**EDUCATION:** Bachelor of Science in Business Administration (*Accounting* Concentration); May, 1988;  
North Adams State College, North Adams, Massachusetts. Minors in *Computer Science* and *Mathematics*.  
Overall GPA: 3.10 on a 4.00 scale.

## COMPUTER EXPERIENCE:

	<u>HARDWARE</u>	
IBM AS 400 Mainframes	Micro Computers	Laptop Computers
Scanners & Multi-function	Laser & Inkjet Printers	Dot Matrix Printers
Modems/Routers/Firewalls	Access. Boards & Memory	Digital Cameras
Macintosh Computers	Network Hubs, NICS and Cabling	Sun Solaris 1000&4500 Series
	<u>SOFTWARE</u>	
Microsoft NT Server/Wkstn 4.0	Microsoft Server 2003	Microsoft Windows 3.0 - XP Pro
Novell	Marshall Swift Res/Com/Agricultural	UNIX
Microsoft Office 95 - 2003	Cougar Mountain	Blackbaud -Raisor's Edge
Symantec Products/Utilities	Adobe Pagemaker	Corel Draw
Adobe Premiere	Quickbooks	Microsoft Frontpage
Adobe Photoshop	ORACLE/SQL	TRIO/Vision/Patriot/Great Northern
PASCAL/C	COBOL/FORTRAN	GPS Mapping

**WORK EXPERIENCE:** **Michael J. Chaput's Tax Services**, Old Orchard Beach, ME & Albany, NY. **1989 - Present**  
*Tax analyst/consultant.* Prepare non-profit, corporate, partnership, individual, payroll, sales and other assorted tax returns. Additional services include IRS/State representation, software selection and implementation, business valuations, accounting services, financial/budgeting forecasts, business consulting and electronic tax filing.

**Ron L. Beaulieu & Company, CPAs.** *Portland, ME. 2001 - 2002*  
*Tax specialist/Accountant.* Prepared non-profit, corporate, partnership, individual, payroll and assorted tax returns. Researched complex tax issues and performed various bookkeeping and accounting functions for a fast paced, complex, deadline oriented CPA firm.

**Experian Information Services.** Albany, NY. **2000 - 2001**  
*Database technician.* Worked in the information services industry where I analyzed and conditioned CRM (customer resource management) related information in a UNIX/Windows NT oriented environment.

**American Red Cross of Northeastern NY.** Albany, NY. **1999 - 2000**  
*Systems Administrator/Accounting Specialist.* Network Administrator for 40 node Windows NT network that included procurement, rollouts, patches, upgrades, site relocation, diagnostics, website, multi-application, helpdesk, multi-satellite office, backup, POS system. Operated AR department overseeing invoices to collections and tallied Chapter's cash deposits.

**The Liberty Group.** Clifton Park, N.Y. **1996 - 1998**  
Operated an executive suite support service that provided varied services for companies that included Albany Financial Group, Alliance Court Reporting, Rondack Building Inspections, GoPro, MBIA, NCR, Platinum Tech., Bacardi USA, US Filter and Sweeney for Congress. Performed extensive analytical work for Bacardi analyzing and processing sales data for the Upstate NY market.

**AMRE, Inc.** Irving, TX. **1988 - 1996**  
Closed mortgages, processed accompanying documents and facilitated communication between corporation and client in the home improvement industry (SEARS Vinyl Siding). Territory covered entire states of New York and Vermont.

**SLM, Inc.** Mayfield, NY. **1992**  
As a subcontractor, analyzed then reconciled aged receivables. Instrumental in automating accounts receivable department functions and implemented a system which interleaved information between micro and mainframe computer environments which facilitated reconciliation process for a Mid-cap toy corporation.

**Jackson Hewitt Tax Service.** Latham, NY. **1989 - 1991, 1996**  
*Supervisor and income tax consultant.* Prepared federal and state income tax returns while supervising a branch office for a national tax preparation firm. Employee of the Year - 1991.

**CERTIFICATIONS:** Certified Maine Assessor – Feb., 2003 to present. IRS registered Electronic Return Originator - 1990 to present.

**MILITARY:** US Army. Company A, 2nd Battalion, 104th Infantry Division. Decorated Infantryman, Honorably Discharged, June 1984.