



Leslie Miller - Controller

EMPLOYMENT WRL General Contractors, Ltd.
2016- Present Controller

EDUCATION LeTourneau University, Accounting
DeVry, Accounting

Leslie studied Accounting at LeTourneau University and DeVry while working simultaneously as an Office Manager and Accounting Assistant. Leslie comes to WRL with nine years of accounting experience in the construction and oil & gas industries. Leslie possesses solid leadership, organization, communication and interpersonal skills to establish rapport with all levels of staff and management.

Duties include management of multiple operating accounts and companies; job cost review & analysis; supervision of all financial functions; insurance audits; multi-state tax and license filings; financial statement preparation, review, analysis; liaison for independent annual financial review; liaison for legal issues; liaison for all insurance issues

PREVIOUS WORK HISTORY

- 2015 **Texas Tissue Converting LLC, Houston, TX (Office Manager, Purchasing Agent)**
 - Directed Human Resources
 - Supervised Accounts Payable/Accounts Receivable
 - Implemented and Managed Procurement and Inventory Control

- 2008 - 2015 **ORS Fluids LLC/Mega Fluids, Spring, TX (Office Manager)**
 - Personal Assistant to COO
 - Supervised Accounts Payable/Accounts Receivable
 - Processed all Human Resources Data
 - Performed Analysis and Financial Controls
 - Designed and Maintained an Accurate System for Job Costing and Profitability

- 2007 - 2008 **Pro Electric, Tyler, TX (Accounting Assistant)**
 - Payroll
 - Quarterly Tax Processing

- 2004 - 2007 **C.E.D., Tyler, TX (Administrative Assistant)**
 - Inventory Control
 - Monthly Sales Verifications
 - Counter Sales and Customer Service Specialist