

# Christina A. Magee

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## **Technical Skills:**

- QuickBooks, Advanced Microsoft Excel, Advanced Adobe Acrobat, Salesforce, NetSuite and am easily adaptable to all kinds of open-source software.
- Ob10 submissions, FCC RedLight/Interstate TRS Reporting, State and Federal Filings

## **PROFESSIONAL HISTORY:**

### **Accounting Manager**

Silpro, LLC – Ayer, MA

*January 2019 to Present*

- Originally contracted as Interim Accounting Manager while Kent, WA location was being closed and an internal Accounting Manager was to obtain the new role within the company
- Hired on permanently after 3 months of working with the team
- Trained on open Source System and all Accounting Functions in three weeks from previous Accounting Manager who left the end of January
- Updated Accounting Processes and Procedures to be Traced and Processed Electronically
- Duties include all AR, AP, Payroll, HR, Manufacturing Journal Postings and Inventory Tracking
- Processed P3 Funding

### **Accounting Manager**

Golf Management Company – Hudson, NH

*January 2017 to September 2018*

- Restored Quickbooks to working order with functional historical data after poorly imported migration from archaic Great Plains
- Managed the AP Team for Payables for Six (6) Golf Courses, 4 privately owned, 1 partnership, 1 managed for the City of Melrose (which demanded additional reporting.)
- Recorded and Tracked Revenue for All Clubs from Multiple POS Stations (at least 2 per club)
- Maintained Inventory Records for All Clubs
- Filed Room & Meals Tax with State for All Entities Monthly
- Processed and Managed Worker's Comp Claims
- Worked Closely with Private CPA to file all Taxes for Clubs Quarterly & Annually

### **Manager, Financial Operations**

Fuze, Inc. (formerly ThinkingPhones, Inc.) - Cambridge, MA

*April 2007 to July 2016*

- Grew from Financial Analyst to Manager, Financial Operations within 4 Years
- Cultivated the Company from 11 People in Cambridge to 700 International Employees
- Orchestrated Many Rounds of VC funding (Private and State-Funded)
- Managed 5 Billing & Collections Personnel
- Expanded Open Source Billing System Working Alongside the Development Team
- Upgraded their Accounting System from Quickbooks to NetSuite

### **Administrative Assistant**

EasyAsk, a division of Progress Software - Bedford, MA

*June 2000 – July 2006*

- Built and Prepared this Privately Held Search Technology Company for Sale
- Managed All AR & AP Accounting Activities
- Created and Managed Marketing Activities for Sales Lead Opportunities
- Generated Software Keys & Managed Software Releases with Development Team
- Performed Due Diligence, Sold and Integrated Company into Public Buying Company

