

## PROFESSIONAL EXPERIENCE

*Accounting, Tax, Internal Audit, and  
QuickBooks Bookkeeping Services*

**Dana Kohut LLC**

**1/2011 – Present**

**Professional Accounting, Tax, Internal Audit, and QuickBooks Bookkeeping Services provided in the spirit of aloha**

[www.danakohut.com](http://www.danakohut.com)

**Current Client LLC Industries/Sub-Industries:** Real Estate, Property Management, Real Estate Inspection, Law, Solar Energy, Tours, Auto Sales, Restaurants, Insurance, Sales, Surfing, Boarding, Dance, Music and Video Performance, Distillers, Juice makers, Pumping, Psychotherapy, Construction, Religion, Head Hunters, Programming, Investments, and Printing.

**Kohut Real Estate, Kirkland, WA  
Managing Broker and CFO**

**2001 – 12/2010**

Real Estate Brokerage responsibilities including management, accounting, systems, tax, SEO, and Web Development using Expressions Web.

**Accomplishments:** Brokerage License, Real Estate Accounting, Web Development, SEO, and I learned a lot about successful customer service.

**Accounting and Computer Services Inc, Kirkland, WA  
President**

**1986 – 2001**

Contract Positions as Controller, General Manager, Project Manager, Reporting Developer, Systems and Business Analysis, Tax Accountant, Internal Auditor, Financial Projects Manager, Network and PC Support, and Management Consultant in the Seattle area supporting companies internationally.

### **Clients:**

**Cummins Northwest Inc, Renton, WA**

**12/98 – 5/01**

**(Annual Sales \$137,000,000) (Distributor for Cummins Engine Company)  
Accounting Reporting Developer and Application Developer**

Personally developed a companywide Accounting and Operational Reporting Application using Microsoft Access 97, SQL, and VB as a front-end against extremely complex Oracle 7 and 8 Databases. This required learning the accounting and operations specific to a service organization, so that I could create an effective application that covered, finance, service, tax, and audit. This application was then picked up by over twenty distributors throughout North America.

**Accomplishments:** I provided training, seminars, and specific education throughout North America. Savings to the Client based on their estimate: Several million dollars.

**Microsoft Corporation, Redmond, WA**

**9/98 – 12/98**

**Accounting Reporting Developer and Application Support**

Foreign Exchange Group (Microsoft Campus) I developed reporting using Crystal Reports, SQL, and VB 5 and 6 against SQL Server databases to audit Foreign Exchange transactions. Also provided documentation, flow charting (Visio), and program review and modification services.

**Accomplishments:** Designed a system for auditing Foreign Exchange Transactions.

**AT&T Wireless, Kirkland, WA**

**4/1/96 - 2/22/98**

**Accounting Reporting Developer**

Personal design of a Complex Accounting Reporting System for Corporate Asset Tracking developed in versions 2, 7, and 8 of Microsoft Access employing optimized SQL pass-through queries and distributed nationally. This application utilizes SQL \* Net and ODBC as layers to report against an Oracle Database. I provided the accounting expertise, analysis, design, development, testing, interim support, End User liaison, and a custom installation program personally developed in VB 5.0.

**Accomplishments:** Created a successful system to audit telecommunication fixed assets. Received various awards.

**Advanced Technology Laboratories, Bothell, WA**

**9/1/95 - 1/15/97**

**Accounting Reporting Developer and Application Developer**

Design of various Complex Accounting Reporting Systems to support Budgeting, Tax, Audit, and other various departments, developed in Microsoft Access 2.0, against the Corporate SAP R/3 Database during conversion from a legacy system. These applications utilize SQL \* Net and ODBC as layers to report against the SAP R/3 Database. I provided the accounting expertise, analysis, design, development, testing, interim support, End User liaison, documentation, and training.

**Accomplishments:** Personally replaced the Anderson Oracle/SAP Financial Reporting consulting group. In 6 months, a team of three had created less than a dozen reports. In a little over a year I had created over 80 reports supporting all areas of accounting for ATL Corporate.

**AT&T Wireless, Kirkland, WA**

**9/1/94 - 9/15/95**

**Accounting Reporting Developer and Application Developer**

Design of all Corporate Accounting Reporting against the Corporate Oracle Financial Database utilizing InfoMaker (Power Builder Tool) and providing all support nationally. I provided the accounting expertise, analysis, design, development, testing, support, End User liaison, documentation, training, and installation. I also designed and developed the Excel to Oracle Financials Automated Upload Program for Accounts Payable and General Ledger utilizing Reflections as the client to server interface layer.

**Accomplishments:** Replaced the six individuals responsible for the development of Financial Reporting. I came in and developed specialized tools that allowed me to develop applications substantially faster.

**Advanced Technology Laboratories, Bothell, WA** **11/4/93 - 3/31/94**  
**Accounting Reporting Developer and Application Developer**

Advanced Technology Laboratories - Design of various Complex Accounting Reporting Systems for the Finance Department developed in Microsoft Excel against the corporate Maxcim Database utilizing Reflections, RCL (Reflections Command Language) and Xentis. I provided the accounting expertise, analysis, design, development, testing, interim support, End User liaison, documentation, and training.

**Accomplishments:** Adapted to various new forms of technology easily.

**Starbucks Coffee Company, Seattle, WA** **11/1/91 - 10/29/93**  
**Accounting Reporting Developer, Application Developer, and PC Support**

Analysis, design, and development of the Corporate Budgeting Program in Lotus 123. Analysis, design, and development of the Corporate Roasting Reporting System in Microsoft Excel utilizing Andrews as the client/server interface to the Corporate Database residing on an AS400. Analysis, design, and development of various Marketing reports in Microsoft Excel.

**Accomplishments:** First Non-Employee to ever be presented a Bean Stock Bravo Award for Excellence.

**Advanced Technology Laboratories, Bothell, WA** **1/27/91 - 10/15/91**  
**Acoustical Database Developer**

Advanced Technology Laboratories - Analysis, design, and development of the Engineering Acoustical Database Program in dBase4 and FoxPro.

**Accomplishments:** Design of a scientific database utilizing tools I had never seen before.

**Seattle Holding Group (Trump Companies), Seattle, WA** **1986 - 1990**  
**Management Accounting, Application Development, PC Support**

Seattle Holding Group was the parent company for sixteen different corporations headquartered in the Pacific Northwest including Pay n' Save, Ernst, Lamonts, and Northwestern Drug Company. I provided support in Internal Audit, SEC Filings, CPA Training, Computerized Accounting Systems Conversions and Design, Interim Controllorship of Northwestern Drug Co., and general Accounting Management.

**Accomplishments:** Over three and a half years I was asked to do virtually everything that they needed covered on a contract basis. I had the pleasure of working with a great group of accountants.

**Newport Harbor Yacht Club, Newport Beach, CA** **1984 – 1986**  
**Controller**

Management of the Accounting and IT Departments. Conversion to a Datapoint computerized accounting system (personally designed, developed, and networked). Budgeting, forecasting, investing, property taxes, banking relations, non-profit tax returns, and computer operations and programming in Datapoint RMS. Supervision of six staff.

**Accomplishments:** Created a hardware and software system than suffered zero downtime in over five years. Helped guide Newport's oldest yacht club out of the red and into the black.

**Servicon Conglomerate, El Segundo, CA** **1982 – 1984**  
**Controller**

Four to six, multi-million dollar corporations providing services to the Aerospace Industry in the Southwestern United States. Management of the Accounting and IT Departments. Conversion to a computerized accounting system. Budgeting, forecasting, mergers, acquisitions, property taxes, and computer programming in Datapoint DOS. Supervision of one CPA/MBA, one CPA, two degreed Accountants, and two clerical.

**Accomplishments:** Zero exception audits. On-time financial reporting. Personally installed a state of the art computer system and managed all computers and networks.

**CF Braun Engineering, Alhambra, CA** **1980 – 1982**  
**Payroll Supervisor**

Third largest engineering company in the world. Responsible for the supervision of sixteen accountants providing payroll services to over 3,600 employees worldwide.

**Accomplishments:** Introduced payroll system automation.

**Panasonic Corporation, Beverly Hills, CA** **1979 – 1980**  
**Assistant Accounting Manager**

Fastest advancement in Panasonic's history, from Junior Staff Accountant to Assistant Accounting Manager in charge of the Western USA in less than ten months. Responsible for all Financials and the supervision of Internal Audit. Supervision of three CPAs, various accountants, and a number of clerical. Panasonic was my first professional job that I undertook while still at the University. I took the job to make sure that Accounting was something I would be good at. I exceeded everyone's expectations, but then again, I believe I was simply the right person, in the right place, at the right time. I have a unique ability to apply accounting principles to real business situations

**Accomplishments:** Fastest advancement in Panasonic's history.

**United States Navy, Norfolk, VA**  
**Non-Commissioned Officer**

**1974 – 1980**

Payroll, Disbursing Liaison in Italy, and Barracks Manager. Supervision of a staff of 40.

**Accomplishments:** Highest advancement possible during my tour of duty. Tested in the top 1% of all enlisted personnel taking the Non-Commissioned Officer exam.

## **EDUCATION**

**California State Polytechnic University, Pomona, CA**  
Bachelor of Science in Accounting

**1978 – 1982**

**Accomplishments:** Graduated 1<sup>st</sup> in my class. Taught accounting, software programming, and statistics out of the learning resource center. Prepared tax returns for many of my professors.

**Institute for Clinical Acupuncture and Oriental Medicine, Honolulu, HI**      **2010**

**Accomplishments:** Natural ability for Qigong and Tuina. 1<sup>st</sup> first year student to ever be allowed to practice medicine as a doctor in the institute's clinic.

**Continuing Education:** Datapoint RMS, Non-Profit Tax Returns, SEC Filings, dBase4, FoxPro, Lotus 123, AS400, MS Word, MS Excel, MS Access, InfoMaker, Reflections, SAP R/3, SQL\*Net, ODBC, Oracle, VB 5, Crystal Reports, VB 6, SQL Server, Visio, MS Publisher, MS Project, S Corp Tax, Expressions Web, SEO, 2009 National IRS Tax Forum, Graduate Real Estate Institute, Accredited Buyers Representative, Seniors Real Estate Specialist, Certified Negotiations Expert, Real Estate Management, Real Estate Law, Designated Broker, Eastern Medicine, Qigong, Tuina, Acupuncture, QuickBooks ProAdvisor, ProSeries Tax, AppFolio, and E-Automate 8.5. Always learning. Always interested.

## **VOLUNTEER WORK**

Church of Jesus Christ of Latter Day Saints  
Hawaii Kai Ward  
01/01/1995 - Present

## **PERSONAL**

**Hobbies:** Sailing, tennis, and pro bono for the disadvantaged. I have worked professionally in tennis, kung fu, skiing, music, cooking, and eastern medicine.

## **TRAVEL EXPERIENCE**

Austria, Canada, Czech Republic, Cuba, Denmark, Egypt, France, Greece, Hungary, Ireland, Italy, Japan, Mexico, Netherlands, Norway, Portugal, Slovakia, Spain, Sweden, Switzerland, and The United States of America.

## **REFERENCES AVAILABLE**

Tom Beck for Microsoft, Phillips Medical, and AT&T Wireless.  
[becktom@outlook.com](mailto:becktom@outlook.com)

Bryan Parker for Cummins Northwest.  
[bryan.parker@surgeanalytics.net](mailto:bryan.parker@surgeanalytics.net)

Jim Lasersoh for AT&T Wireless  
[jlasersohn@pointb.com](mailto:jlasersohn@pointb.com)

Christine Paulson for Advanced Technology Laboratories  
[cmc0114@gmail.com](mailto:cmc0114@gmail.com)

John Stafford for the Trump Companies  
[j.stafford@pacificplumbing.com](mailto:j.stafford@pacificplumbing.com)