

ELIZABETH A. QUINN, CPA
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SUMMARY

Certified Public Accountant with thirteen years of audit and business advisory experience in the investment management industry. Created and taught curriculum on various involved topics at the college and professional level. Investment fund accounting and financial reporting experience.

QUALIFICATIONS

- Extremely reliable with proven organizational skills and attention to detail.
- Established ability to articulate and clarify complex concepts and foster interest among participants.
- Strong analytical, problem solving and communication skills.
- Demonstrated ability to deal with clients in a professional manner, building trust and safeguarding confidentiality.

PROFESSIONAL EXPERIENCE

2009-present

BOSTON COLLEGE, CARROLL SCHOOL OF MANAGEMENT, Chestnut Hill, MA
Full time Non-tenure track Senior Lecturer

- Prepare and present lectures for multiple classes of Managerial Cost and Strategic Analysis, Auditing and Managerial Accounting, instructing between 100 and 160 students per semester.
- Administer and grade examinations and assist students outside the classroom.
- Participate as a faculty advisor to Sophomore and Junior students in the Carroll School of Management actively mentoring students regarding their class selections and career direction.

2003-2009

BOSTON COLLEGE, CARROLL SCHOOL OF MANAGEMENT, Chestnut Hill, MA
Adjunct Faculty

- Prepare and present lectures for multiple classes of Financial and Managerial Accounting, instructing between 85 and 96 students per semester.
- Administer and grade examinations and assist students outside the classroom.
- Participate as a faculty advisor to freshmen students in the Carroll School Peer Advisory program mentoring students regarding their class selections and career direction.

1984-1997

PRICE WATERHOUSE,
Senior Manager (1994-1997), Boston, MA

- Successfully administered and reviewed audit and internal control engagements for several larger Boston based investment companies.
- Researched and advised clients on financial statement disclosure and internal control concerns.
- Collaborated with key decision makers at client companies fostering and improving client relationships.
- Negotiated, maintained and monitored client billing and engagement profitability for several clients to ensure meeting annual goals.

- Evaluated, counseled, and mentored senior and manager staff members increasing staff morale and retention
- Created and taught curriculum on various investment management industry topics for internal personnel and clients seminars improving participants' understanding of technical topics.

Manager (1990-1994), Luxembourg / Boston, MA

- Organized, executed and reviewed audit and internal control engagements for Luxembourg and Boston based investment companies, holding companies and the Luxembourg branch audit of a large international bank.
- Supervised, trained and evaluated performance of local office staff members.

Senior/ Associate (1984-1990), Boston, MA/ New York, NY

- Assessed risk and developed appropriate work plan for audit engagements for investment companies and two prominent not-for-profit entities.
- Selected for three-year international tour of duty.

VOLUNTEER EXPERIENCE

2000-2005

AARP TAX-AIDE PROGRAM, Medfield, MA

Volunteer IRS and State tax return preparer

1999-present

MEDFIELD FOOD CUPBOARD, Medfield, MA

Treasurer/ Vice President

- Collaborate with the president to allocate funding, publicize needs, solicit donations and cultivate volunteers.
- Prepare and reconcile the monthly revenue and expense analysis, pay the various expenses and prepare the necessary 501(c) (3) tax and regulatory filings.
- Liaison with the president and department heads to address operational issues and funding needs.

EDUCATION

NORTHEASTERN UNIVERSITY, Boston, MA

Master of Science in Taxation with a concentration in Financial Planning, June 2002

BOSTON COLLEGE, Chestnut Hill, MA

Bachelor of Science with a concentration in Accounting, May 1984