

## E. Brynn Heilbrun

17914 Ridge Dr. Houston TX. 77090 • 713-301-3433 • Brynn07@gmail.com

---

**Objective** To demonstrate my expertise to direct daily office operations, communications, accounts receivable, payroll, expenses, cost sharing, allocations, and legal/HR requirements for U.S. Corporations domiciled in the state of Texas. Experienced with all aspects of HR requirements under the Texas Workforce Commission, required corporate liability insurance, foreign tax requirements, VISA applications, and other regulations which must be met by residents working in the U.S. on resident alien status.

**Education** **Bachelor of Science in Hotel and Restaurant Management, May 2012**  
University of Houston, Houston, TX  
Cum GPA 3.1

### Significant Achievements

- Certified in Intuit QuickBooks accounting software
- Saved company \$30,000/year by assuming accounting responsibilities, thereby relieving outside consultant of accounting duties
- Optimized corporate general liability insurance saving Eureka \$35,000/year in insurance premiums while maintaining auditable coverage

### Experience

<p>05/2012 - 11/2015 <b>Eureka Pumps Americas, INC</b> <i>Office Manager</i> Houston, TX</p>	<p>Office Management</p> <ul style="list-style-type: none"><li>• Managed daily office operations including travel arrangements, accommodations for foreign visitors, trade show set up and participation, lunch &amp; learns and other corporate events</li><li>• Managed insurance premiums and annual renewals</li><li>• Assisted and organized Eureka's inclusion onto Approved Vendor List for the following companies: Worley Parsons, KBR, Bechtel, Shell, Chevron, Husky, and Petrobras.</li><li>• Facilitated communications between executive management and clients, and handled client concerns</li><li>• Assembled the responses and data required to complete Client Request for Proposals (bid packages) from \$6.5 to \$18 million USD</li><li>• Maintained and setup IT and internet VOIP com systems</li><li>• Operated and trained office personnel on cloud based meeting software and meeting protocols</li></ul> <p>Accounting</p> <ul style="list-style-type: none"><li>• Assisted executive management and provided expenses and revenue data included in the annual budget</li><li>• Managed Houston office budget and reported actuals to parent company controller on a monthly basis totaling 2.2 million USD annually (includes expatriate salaries and allowances)</li><li>• Originated cost allocation agreements with other Norwegian companies sharing Eureka's office space and back office systems</li><li>• General Bookkeeping – kept monthly accounts payable, accounts</li></ul>
--	--

	<p>receivable, invoicing and personnel expenses for three companies under their specific cost allocation agreements with Eureka</p> <ul style="list-style-type: none"> <li>• Having banking account signature authority, wrote checks and paid company bills, made deposits and managed cash flow averaging \$120,000 k per month</li> <li>• Managed monthly cash call with Eureka's Norwegian controller</li> <li>• Interfaced with Houston CPA to provide financial statements, state corporate, and Federal income tax payments</li> <li>• Supported HR with payroll management. Performed monthly payroll audits and recorded in QuickBooks</li> <li>• Performed annual payroll audit for the Texas Workforce Commission</li> </ul>
<p>06/2007 – 02/2010  <b>The Buckle</b>  <i>Inventory Manager</i>  Houston, TX</p>	<ul style="list-style-type: none"> <li>• Managed and organized back of store</li> <li>• Accounted and managed daily inventory valued at \$50,000</li> <li>• Assisted sales associates with POS software</li> <li>• Trained new employees regarding products and store operating procedures</li> <li>• Responsible for all shipping and receiving</li> <li>• Reported inventory discrepancies to corporate head office</li> <li>• Optimized system to eliminate reporting inconsistencies</li> </ul>
<p>01/2004 – 01/2009  <b>D. Braxton &amp; Associates</b>  <i>Secretary</i>  Houston, TX</p>	<ul style="list-style-type: none"> <li>• Data Entry</li> <li>• Office organization and assembly of reports and client presentations</li> <li>• Implemented organizational processes</li> <li>• Gathered tax data and compiled report in Excel</li> </ul>

**Technical Skills**

**Software** - Proficiency in Microsoft Office, Intuit QuickBooks

**Personal** - Exceptional organizational skills, team player, and works well with staff and clients

**Accomplishments**

Lone Star National Scholars Honor Society, 2009  
National Art Honor society 2006, 2007  
National Honor Society, 2005, 2006, 2007

**Extracurricular**

**Delta Gamma Fraternity**  
Served as Treasurer, University of Houston Chapter, 2008

**Employability Status**

US Citizen/Permanent Resident

**References**

Tom Nielsen	Eureka Pumps, AS	47.915.76.653	tom.nielsen@eureka.no
Susanne Mariga	Miraga CPA, Inc.	713.937.1737 ext 110	smariga@marigacpa.com
Chris Jones	HR Safety Net	281.235.7202	cjones@hrsafetynet.com
Ken Huste	Innovation Norway	713.997.9897	Ken.huste@innovationnorway.com