



## **TANYA D. KESSLER**

### **EDUCATION**

2000 California Secondary Bilingual Teaching Credential

1989 San Diego State University – *Bachelor of Arts* – Spanish

### **PROFESSIONAL HISTORY**

2010 – Present **Sage Associates, Inc.**, Newport Beach, California

- Account Management and Administration of Cost Controls, Surety Claims
- Develop and maintain financial databases.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Manage trust accounts.
- Account reconciliation, aging reports, billing and financial audit coordination for construction projects.
- Bonded payment application processes.

2005 – 2009 **Move Masters**, Newport Beach, California

- Office Management, Business Development

2000 – 2005 **High School Spanish Teacher and Adult ESL Teacher**, San Diego, California

1998 **Technology Locator Inc.**, San Diego, California

- Contract Staffing and Engineering Services Company – Account Manager

1995 – 1997 **Infinity Sales Inc.**, San Diego, California

- Semiconductor Manufacturer Representative – Distribution Sales Manager
- Developed key and strategic relationships with local supplier and factory personnel.
- Maintained high visibility with focus OEMs and key distributors.

1993 – 1995 **Emerald Systems Corporation**, San Diego, California

- Software Development/Value Added Reseller – International Account Manager
- Developed and coordinated all Latin American distribution activities and maintained healthy relationships with distributors.
- Marketing for Mexico and Latin America. Established and administered trade shows, advertising, and promotions for distributors.

- 1991 – 1993    **PROCON, Procesos de Control, S.A. de C.V.**, Guadalajara, Jal., Mexico
- Chicago-based printed circuit board manufacturer – Sales/Owner
  - Client contacts, account responsibility, and customer service.
  - Import/Export – planned and implemented product import/export, delivery, and shipping.
  - Financial control – managed letters of credit, invoicing, and international banking.
- 1990 – 1991    **UNISYS, Industrias Mexicanas Unisys**, Guadalajara, Jal., Mexico
- Manufacturing plant of American company
  - Inventory control –maintained optimum computer tracking of inventory.
  - Finance – generated reports for managerial accounting.
- 1989 – 1990    **Anglo Americano**, Guadalajara, Jal., Mexico
- Private language school
  - English as a Second Language levels K-12.
  - Corporate English instruction to adults