

**HENRY K. MITCHELL**  
**5300 Memorial Drive**  
**Stone Mountain, GA 30083**

  
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## **CAREER OBJECTIVE**

Seeking a challenging and professional engagement that commensurate with my academic qualification and experiential competencies

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## **ACADEMIC EDUCATION**

1987- MA, Applied Economic, University of Central Oklahoma  
1986 – MBA, Accounting, University of Central Oklahoma  
1984 - BSc, Marketing Management, Oklahoma Christian University  
1980 - BBA, Accounting, University of Liberia

## **PROFESSIONAL EDUCATION AND TRAINING**

November 2011: Certified Fraud Examiners  
April 2008: Certified QuickBooks Accounting Software ProAdvisor  
May 1994: Certified Public Accountant, State of Colorado

## **CURRENT PROFESSIONAL EXPERIENCE**

As a sole practicing certified public accountant, I am currently serving as an accountant and a tax professional for about 175 businesses and individuals Georgia and in other states.

## **PAST PROFESSIONAL EXPERIENCE**

- Designed policies and procedures for small business and tax-exempt organization
- Compiled and reviewed financial statements
- Conducted internal audit of tax-exempt organization
- Provided corporate and individual tax consultations
- Prepared corporate and individual tax returns
- Provided tax representation services
- Provided training and consulting services for QuickBooks accounting software

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#### **PAST POSITIONS AS AN EMPLOYEE**

Assistant Accounting Manager, Langston University, Oklahoma

- Managed and accounted for all scholarships, student loans, grants and contracts

Internal Auditor/Cost Accountant, Liberia

Bridgestone / Firestone Rubber Plantation Company

- Conducted internal audits of various departments assigned by the internal audit manager
- Conducted various cost analyses as requested by the costing department manager and was at times engaged in preparation of the annual financial statements

#### **PAST POSITIONS RELATED TO ACADEMIC INSTRUCTION**

2009 to 2011 – Adjunct Instructor of Accounting, Atlanta Metropolitan College, Atlanta, Georgia, USA

2007 to 2008 – Adjunct Instructor of Accounting, University of Liberia, Monrovia, Liberia

1998 to 2005 – Adjunct Instructor of accounting, Georgia Military College, Atlanta, Georgia, USA

#### **PROFESSIONAL REFERENCES**

Mr. Daniel Jason, Attorney  
Jason and Bradley Law Firm  


Honorable Rhan Mayo  
Former Member of the Georgia State Assembly  


Dr. Ralph Uzokwe  
Owner and General Manager  
Star Family Medical Clinic, LLC  


Dr. Sabrina McCombs, Principal  
Freedom Middle School, Dekalb County  
