

Rita M. Murphy
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Career Summary:

Employer: Ernst & Young

Dates of Employment: May, 2008 to November, 2008

Position Held: Client Services Liaison

Reason for Leaving: Firm eliminated sixty positions, mine being one of the sixty

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Employer: Patrick J. Shannon – Palos Heights, IL

Dates of Employment: August, 1994 to October, 2007

Position Held: Executive Assistant

Reason for Leaving: Got married, and relocated to Milwaukee with my husband

The Firm: Patrick J. Shannon provided accounting and legal services for a variety of clients, with a concentration of keeping business records, filing tax returns, and doing other administrative functions for traders at the Chicago Mercantile Exchange and the Chicago Board of Trade.

Duties: As Mr. Shannon's Executive Assistant, I was involved in all aspects of the work performed by Mr. Shannon for the clients. This included various administrative duties involved in the day to day running of the office along with preparation of the following on a regular basis:

- 941 payroll reports
- Individual tax returns
- Corporate tax returns
- Reconciling of trading and bank accounts
- Handling IRS inquiries
- Preparing necessary documentation for the establishment of corporations

Employer: Southwest Financial Bank – Chicago, IL

Dates of Employment: January, 1989 to August, 1994

Position Held: Bank Teller

The Bank: Southwest Financial Bank was regional bank in the Greater Chicago area. It was acquired by Suburban Bank & Trust while I was working at the Bank.

Duties: Handled customer transactions and performed all accounting functions associated with a bank teller's role.

Earlier Work Experience: Prior to joining Southwest Financial Bank work in retail for four years with the Gap stores.

Education: Graduate of Mother McAuley High School – Chicago, IL in 1983
Attended the University of Illinois –Circle Campus for two semesters.

References: Will be furnished upon request.