

# **Susanne Y Davis, CPA**

Maryville, TN 37803

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## **PROFESSIONAL PROFILE**

- Senior level executive with extensive hands-on experience in management, business leadership and working with Board of Directors, Banks and Attorneys.
- Highly organized CPA with an established record of success.
- Exercise a high degree of discretion, mature judgment, and tact in handling matters with a sensitive nature.
- Strong leadership, planning, team building, problem solving, and project management skills.
- Demonstrated ability to prioritize multiple and complex tasks, often with conflicting deadlines while maintaining a positive attitude.

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## **PROFESSIONAL EXPERIENCE**

- **Susanne Davis, CPA, Maryville/Seymour, TN** **November 2004-Present**  
**Sole Proprietor Full Service Accounting Firm**
  1. Provide accounting and bookkeeping assistance.
  2. Provide tax services for individuals, corporations (including non profits), partnerships, and LLCs.
  3. Prepare Audits (including non profits), compilations, and reviews. All peer reviews were clear.
- **Pugh and Company, P.C., Knoxville, TN** **September 2000-November 2004**  
**Tax Manager**
- **Arrowmont School of Arts and Crafts, Gatlinburg, TN** **June 1997-September 2000**  
**Controller**
- **PHP Companies, Inc., Knoxville, TN** **May 1996-June 1997**  
**Accountant**
- **Pugh and Company, P.C., Knoxville, TN** **January 1994-May 1996**  
**Semi-Senior Accountant – Audit Department**
- **Jerry W. Davis, CPA, Knoxville, TN** **1988-December 1993**  
**Staff Accountant**

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## **PROFESSIONAL ORGANIZATIONS & COMMUNITY SERVICE (current only)**

1. Member of Tennessee Society of Certified Public Accountant
2. Member of Capital Campaign Committee for Seymour Volunteer Fire Department
3. Coach and small group youth leader at Foothills Church

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## **EDUCATION**

### Degrees

- Bachelor of Science, Accounting, 1993 Carson Newman College, Jefferson City, Tennessee
- Bachelor of Arts, Political Science, 1993 Carson Newman College, Jefferson City, Tennessee

### Certifications

- Certified Public Accountant, September 1998

### Licenses

- Licensed Realtor with TN Real Estate & Auction, LLC