

## LISA R LINER

**OBJECTIVE** To obtain a part-time or full-time position utilizing my skills in the Auction and Appraisal industry. Or obtain a part-time or full-time position in a remote/virtual financial/accounting position utilizing my over 28yrs experience performing accounting duties for various industries

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### PROFESSIONAL ACHIEVEMENTS

#### CERTIFICATIONS

GPPA Personal Property Appraiser 101  
GPPA Plant & Machinery Equipment 201  
2018 USPAP Certification  
IRS PTIN Certified Tax Preparer

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### SKILLS

20yrs experience in all facets of running an Auction Business  
20yrs experience conducting Appraisals for Personal Property, Business Assets & Construction Equipment  
20yrs experience in Marketing, Research and Advertising Estate Sales & Auctions of all types  
12yrs experience owning and running my own estate sale, auction and appraisal business  
12+ yrs experience as an Office Manager and Controller for Construction companies who had in excess of 10 million a year in sales  
28+ yrs experience performing various accounting duties for various companies to include AP, AR, Payroll, General Ledger, Financial Statements and more  
Proficient in Microsoft Office, Quickbooks Pro, Peachtree Accounting, Tax Preparation Software, Web Design, Web Applications

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### WORK HISTORY

#### COMPANIES WORKED FOR THE LAST 20YRS

**July 2019 – July 2020**

**Financial/Accounting Manager – Motley's Auctions, Inc**

Duties: Accounts Receivables, Accounts Payable, Financial Reports, Organize and Implement Seller Contracts and Payouts, Inventory Review, Multiple State Sales Tax Reporting, Cash Management, Customer and Seller Problem Resolutions, State and County Government Asset Management and Reconciliation of Accounts and other duties as needed

**2007 – Present**

**Self Employed – Estate Finds 4 U & Appraisals**

Duties: Obtain Sales, Prepare Sales, Advertise Sales, Research, Type and Upload Descriptions, Payroll, Hire Workers, Take Photos, Run Sales, Handle Pickup and Payment of Sales, Prepare Settlement Statement and Pay Clients, Conduct Appraisals for all types

**2000-2019**

**Fini Estate Sales**

Duties: Helped Owner of the company run all facets of the business, to include Design Website, Take Photos, Research Items, Price items for 3 day sales, setup sales, write contracts, sale reconciliation and pay clients and bookkeeping

**1999-2007**

**Dixon’s Auctions, Inc**

Duties: Worked as an Independent Contractor, Prepared Sales, Wrote Real Estate and Consignment Contracts, Consignment Intake, Worked at the Sales and Auctions running all facets, Clerked Auctions, Cashiered Auctions & Sales, Advertised Sales by preparing Flyers and Postcard Mailings, Took Photos of items, Researched and Appraised Items for marketing effectively.

**1987-1999**

Worked for local Companies in various industries such as Construction, Insurance, Retail, etc acting as their Office Manager and Controller, handling all facets of day to day operations, Multi State Payroll, Accounts Payable, Accounts Receivable, General Ledger, Financial Statements, Workers Comp, Insurance, Problem Solving, Equipment Procurement.

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**EDUCATION**

High School Graduate  
2yrs Accounting State University of New York

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**REFERENCES**

**AVAILABLE UPON REQUEST**