

Carol J. Eustace  
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**REJUVENATION MASSAGE, LLC**

January 2011 - Present

Licensed Massage Therapist - sole operator of my own Massage Therapy company.

**ASH MANAGEMENT**

January 2017 - October 2017

Accounts Payable Clerk - Temporary part time AP and Payroll clerk for management company for nine local mobile home parks. Involved in a special project where we had to recreate whole accounting system from 2016 and into 2017.

**PEAK ENVIRONMENTAL CONCEPTS, INC.**

April 2013 - March 2017

Office Manager - Full charge bookkeeper and office manager for landscape construction business that generates \$1.2 million in yearly sales. Duties include, but not limited to, AP, AR, invoicing, reconciliation, insurance, payroll, onboarding processes, etc. for a fast growing company.

**SWAN CONCEPTS, INC.**

April 2003 - May 2009

Manager of Finance and Personnel - Was the sole finance and personnel manager for the four Red Robin restaurants owned by Swan Concepts here in Latham, Clifton Park, Poughkeepsie, and Fayetteville, NY. Responsibilities included AP, cash deposits for the two local restaurants as well as reconciling the other two, payroll for all 4 restaurants, setting up, training, and opening of all the new restaurants.

**SUTTONSCAPES/SUTTON LANDSCAPE SOLUTIONS**

1993 - 2008

Co-owner and Office Manager/Bookkeeper - My responsibilities included but not limited to hiring, estimating, procurement of supplies for projects, Invoicing , AP, AR, payroll, and reconciliation.

**EDUCATION**

Certificate of Massage Therapy from Center for Natural Wellness - 2010  
Associates Degree from SUNY CANTON

**References available upon request.**