

# Lyudmila Koyenova



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## EDUCATION:

**St. John's University, Jamaica, New York**  
**Master of Arts** 09/2006 – 05/2008  
**Post-Baccalaureate Certificate in International Law and Diplomacy**  
Major: Government and Politics  
Field of Concentration: International Relations and Comparative Politics  
GPA 3.74

**Bachelor of Arts in Government and Politics** 01/2002 – 05/2004  
**Minor: Business Administration/Accounting**

**Queensborough Community College, Bayside, New York**  
**Associates of Arts** 09/1999 – 12/2001

## EXPERIENCE:

**Perilune Group, New York, New York**  
**Assistant Controller** 06/2010 – Present

- ◆ Handle accounts payable for 20+ entities
- ◆ Process domestic and international wire transfers via online banking
- ◆ Perform bank and brokerage reconciliation
- ◆ Review monthly closings of 20+ entities
- ◆ Review data and reports generated by portfolio accounting software
- ◆ Prepare financial reports for partners
- ◆ Perform accounting for commercial aircraft leasing
- ◆ Prepare capital calls, distributions, financials and investor reports for co-investors
- ◆ Monitor timely reporting from outside managers and review same
- ◆ Assist CFO and Controller in preparing necessary financial information and work papers for annual tax reporting/filings
- ◆ Prepare 1099-Misc
- ◆ Process payroll
- ◆ Monitor required annual filings for domestic LLCs
- ◆ Manage documents flow during transactions closings by working closely with attorneys
- ◆ Monitor private foundations' and public charities' compliance with applicable laws, rules and regulations
- ◆ Serve as an officer of multiple private charitable foundations and public charities

**Community Realty Corporation, Bayside, New York**  
**Staff Accountant** 06/2004 – 06/2010

- ◆ Handled accounts receivable and accounts payable
- ◆ Monitored receipts
- ◆ Identified and applied payments upon receipt
- ◆ Made arrangements for deposits to reach appropriate banks
- ◆ Processed domestic and international wire transfers via online banking
- ◆ Prepared information for payroll
- ◆ Prepared financial reports for company's CPA
- ◆ Performed bank reconciliation for 20+ accounts
- ◆ Assisted in preparing annual budget

**Eisenoff Company, Flushing, New York  
Bookkeeper**

**01/2003 – 06/2004**

- ◆ Performed daily bookkeeper's duties
- ◆ Handled accounts payable and accounts receivable
- ◆ Billed clients and monitored receipts
- ◆ Applied payments and made bank deposits
- ◆ Prepared weekly payroll
- ◆ Prepared bank reconciliation and financial reports

**CUNY – Queensborough Community College  
College Discovery Program, Bayside, New York  
Student Aide**

**09/1999 – 09/2002**

- ◆ Provided clerical support to program director, counselors and secretary
- ◆ Scheduled advisement appointment for students
- ◆ Created, updated, and maintained student academic information
- ◆ Assisted with preparation of applications and other documentation

**SKILLS:**

Microsoft Office, QuickBooks, ATWeb, SharePoint, Timberline