



DIANA MCCALPIN, CPA, CGFM

PRINCIPAL AUDITOR & CEO / TRAVEL & TOUR COORDINATOR

CONTACT

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- www.Linkedin.com/in/dianamccalpincpa

EDUCATION

Master of Science, Finance & Accounting
University of Maryland 2009

Bachelor of Science, Accounting
University of Maryland 2001

Associates of Art, Business Administration
Montgomery College 1997

SKILLS

- Audit & Budgeting
- Accounting & Bookkeep
- Tax Preparation
- QuickBooks
- Microsoft Office
- Spreadsheets
- Travel Consulting
- Itineraries/Reservation

LICENSES

- *Certified Public Accountant (CPA)*

- District of Columbia (CPC902843)
- Maryland (37249)
- Virginia (33121)

- *Certified Government Financial Manager (CGFM)*

- *Licensed Travel Agent*

PROFESSIONAL OVERVIEW

Certified Public Accountant licensed in the states of Maryland, Virginia, and the District of Columbia with a proven history of completing audit and accounting consulting engagement efficiently and effectively. Licensed customer service-oriented travel and tour agent, experienced in travel coordination, itinerary creation, and event planning.

WORK EXPERIENCE

Principal Auditor & CEO

R.T. McCalpin & Associates, LLC Maryland 2009- Present

Serve as principal auditor and responsible for quality control of all engagements. Performed financial statement and performance audits. Provides accounting, bookkeeping, tax preparation, and CFO consulting services.

- Analyze clients' financial accounting system and general ledger and reconcile.
- Perform monthly bookkeeping and accounting service and audit support.
- Prepare annual income tax preparation and forms 1099.

Marketing/Managing Director/ Tour Coordinator

JD Morocco Tours, Sarl Marrakech 2017 - Present

Tasked with making arrangement for tours, including, but not limited to, tourist attractions, transport, accommodations, and vehicles for hire.

- Provide advice about destination and packages to tourist in Morocco.
- Provide recommendations on tour packages based on client's budget.
- Handle Booking, invoices as well as confirming customers' names with hotels.

President & CEO / Travel Agent

Amira World Travels, LLC, Laurel 2017 - Present

Primary responsibility to coordinate with local guides, to create itineraries, handle all post-sales documents, prepaid inventory management, rail booking, island get-a-ways, and cruises.

- Attend to client's inquiries on the phone, via the internet, and in person.
- Provide pricing information, brochures, and inter-based information.
- Handle Booking, invoices as well as confirming customers' names with hotels.

Manager

Cohn Reznick, Bethesda 2017 - 2010

Served as audit manager whereby duties included planning, performing, and supervising all aspects of the audit engagement.

- Prepared audit work papers and memoranda by documenting audit tests and findings.
- Assessed risk and internal controls, identify non-compliance and inefficiencies.
- Supervised staff, reviewed audit work papers, and prepared final reports.