

## NAME

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### Chief Financial Officer • Controller

Startup • High Growth • Fortune 1000 • Nonprofit • International

#### TOOLS FOR TRANSITION SAMPLE RESUME

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<b>Finance</b>	Budgets / Forecasts, Capitalized R&D Costs, Discounted Cash Flow Models, International Income Tax Planning, Financial Statistics, FP&A, Gross Margins, Key Performance Metrics, Management Reporting Packages, Purchase-Sale-Leaseback Real Estate Transactions, Valuations, Contingency Planning
<b>Accounting</b>	AP/AR/Payroll, Bank Reconciliations, Cash Management, Domestic / International Consolidations, Financial Statements, Forensic Accounting, Lines of Credit, Loan Covenants, Multi-State Sales Tax, Period-End Close, Policies & Procedures, Revenue Recognition, Travel & Expense Reimbursements
<b>Employees:</b>	Compensation Agreements, Non-Qualified Deferred Compensation Plans, Stock Option Plan Administration, Workmen's Compensation, 401(k) Plans
<b>SEC</b>	10-K, 10-Q, 8-K, S-1, 4 and 5, Proxy Statements, Blue Sky, Form 15 Delisting, Sarbanes-Oxley (SOX), Earnings Releases, MD&A, Finance/Audit Committees, Investor Relations, Sub-Certifications
<b>Software</b>	ERP Implementations, SAP R/3 (14 modules), Sage, Adaptive Planning, Concur, Square SaaS, Securities Mosaic, Microsoft Word, Excel, PowerPoint
<b>Restructuring</b>	Pre-Acquisition Due Diligence, Valuations, Post-Acquisition Integration, Accounting for 16 Acquisitions and Two Divestitures
<b>Collaboration</b>	Executive Management Teams, Board of Directors, Executive Directors, Bankers, External Auditors, Finance/Accounting/Legal/IT/Internal Audit Departments

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Confidential Nonprofit, Seattle, WA

2010 – Present

*High growth nonprofit with operations in 18 states; staff of 75.*

#### Chief Financial Officer

Direct Finance and IT staff of eight. Partner with CEO, President and members of executive team to develop and execute corporate strategic plans. Present quarterly financial statement packages to Finance Committee and Board of Directors.

- Upgraded accounting / budgeting systems and processes to support rapid expansion and increased transaction volume.
- Improved workflow, increased transparency, strengthened internal controls, and shortened month-end close.
- Increased financial literacy of six Executive Directors and local Boards through budget / revenue analysis.
- Co-created financial sustainability policy and targets. Created long-range plan format for local Executive Directors.
- Negotiated three concurrent lines of credit with a bank and a foundation, and monitored loan covenants.

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Confidential Corporation, Seattle, WA

2004 – 2009

*Publicly traded high growth professional service company with operations in U.S., Canada, Argentina, Hong Kong, Mexico, and Europe; 1200 employees.*

#### Director of Compliance and Accounting, 2006 – 2009 Director of SEC Reporting and Consolidations, 2004 – 2006

Supervised Manager of SEC Reporting, Senior International Accountant, and Senior Financial Analyst. Coordinated with Investor Relations, Legal, Auditors and Audit Committee during period with two acquisitions and two divestitures.

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**TOOLS FOR TRANSITION SAMPLE RESUME**

Confidential Corporation (Continued)

- Owned SOX testing process, and managed remediation of deficient controls.
- Oversaw segment reporting project to recast 12 years of historical income statements.
- Supervised goodwill impairment resulting in a \$118 million impairment charge.
- Built control program to aid in accounting integration of acquisitions.
- Established key controls over non-standard compensation agreements.
- Verified accuracy of conversion from manual stock option reporting to Equity Edge.
- Reconfigured workers' compensation program resulting in annual savings of \$300 thousand.

Confidential, Inc., Seattle, WA

2003 – 2004

*Publicly traded direct sales company with three domestic and one Canadian subsidiaries providing automation software and knowledge management for libraries; \$150 million annual revenue; voluntarily delisted in 2004.*

**Corporate Controller**

- Managed research, drafting, and filing of SEC reporting, including Form 15 (voluntary delisting.)
- Oversaw corporate consolidation process for three U.S. and one Canadian subsidiary.
- Managed revenue reporting flash, monthly executive reporting packages, and annual budget process.
- Designed and prepared consolidated reporting packages for Board of Directors.
- Analyzed acquisition targets, stock compensation accounting, valuations, and complex financing arrangements.

Confidential Corporation, Seattle, WA

1999 – 2002

*High-growth, publicly traded high tech company providing supply chain management services; Grew from startup to company with operations in U.S., Canada and Europe.; \$100 million annual revenues.*

**Corporate Controller, 2002**  
**Accounting Manager, 1999 – 2001**

Managed Account Administration Department of 12 that handled monthly transactions for 6,000 customers. Led general ledger consolidations and analysis for eight corporations, including six foreign subsidiaries. Managed SEC reporting, prepared draft earnings releases, analyst guides, and Audit Committee packages.

- Analyzed complex accounting transactions as part of due diligence for seven corporate acquisitions.
- Reduced monthly close from 15 to 5 days, and streamlined quarterly close process for SEC filings.
- Decreased month-end bank reconciliation cycle time from five to one day.
- Implemented SAP online management reporting for 120 cost centers, 15 product lines, and 25 development projects.
- Directed two teams of eight internal staff and 10 outside consultants who completed an time/within budget implementation of 14 SAP modules.

*Early Career*

**Staff Accountant** Confidential Company  
**Management Consultant** Confidential Company (France, Italy; fluent in French and Italian)

**Professional Training:** Stanford Graduate School of Business: Emerging CFO Strategic Financial Leadership Program  
**Education:** Confidential University, Bachelor of Science, Economics  
**Certification:** Certified Public Accountant, State of Washington, inactive since 2006