

YOUR NAME

SUMMARY OF QUALIFICATIONS

Extremely motivated and results-driven financial professional with exceptional leadership skills and an extensive background in the following broad-based competencies:

CASH MANAGEMENT
DATA PROCESSING
COST ACCOUNTING

FINANCIAL ANALYSIS
FORECASTING AND BUDGETING
FINANCIAL STATEMENT PREPARATION

STAFF MANAGEMENT
PROJECT MANAGEMENT
FINANCIAL MANAGEMENT

- Demonstrates ability to proactively work independently, to produce and lead exceptional performance within a team environment and to creatively resolve problems and capitalize on opportunities.
- Skilled in the production and presentation of consolidated financial statements and in the preparation of payroll, sales, and property tax returns.
- Excellent qualifications in financial, managerial and cost accounting and analysis with a history of continuous improvement in cross-functional areas for both increased revenue and decreased expense.
- Proficient in IBM-PC and Macintosh desktop systems, Windows, Microsoft Word, Microsoft Excel, Adobe Acrobat, Solomon IV, Epicor, QuickBooks, Crystal Reports, Peachtree, Paychex Payroll and ADP Payroll.

PROFESSIONAL EXPERIENCE

TECHNOLOGY COMPANY – *El Segundo, California*

2005 – 2006

Director of Finance

Selected as a member of executive management team to restore credibility of financial operations as part of a corporate-wide, top-to-bottom restructuring initiative resulting in successful emergence within seven months of Chapter 11 receivership filed by this publicly traded high-tech manufacturer. Provide daily oversight of financial analysis, regulatory reporting, cash management, accounting, forecasting, auditing and payroll activities that lead to long-term improvements in cost savings, profitability and productivity.

- Responsible for maintaining Sarbanes-Oxley compliance and SEC reporting requirements.
- Credited with significantly improving the company's cash flow position by as much as 50% following implementation of new credit and collection procedures.
- Streamlined MIS operations to provide timely financial and operating data.

ENTERTAINMENT COMPANY – *Los Angeles, California*

2002 – 2004

Controller

Accepted appointment to direct a staff of seven in the Finance and Dues departments for this motion picture, broadcast, cable and news media writers union with \$20 million in annual revenue. Developed annual budget for 25 departments, prepared monthly financial statements and assisted management team in financial and functional expenditure analysis. Supervised reconciliation and disbursement of multiple trust funds held on behalf of members, maintained strong internal control and managed and trained users on the Epicor accounting software.

- Drove a 10% cut in the cost of temporary staff and a 50% cut in the cost of converting temporary employees to permanent status by aggressively renegotiating agreement with representative agencies.
- Spearheaded an increase of 35% in publication and theatre accounts receivable turnover and dramatically reduced bad debt expense by defining and establishing improved collection procedures.
- Brought the processing of the annual 5,000 Form-1099s in house, instituted required sourcing for services from vendors in Publications and revamped trust payment procedures, substantially reducing cash expense.

ENGINEERING FIRM – *Compton, California*

1997 – 2002

Controller

Brought on as chief financial executive for a national distributor of industrial casters. Direct report to company President and hired, trained, supervised motivated a staff of five. Forecasted and budgeted revenues and expenses in the tens of millions of dollars from four operating divisions, analyzed and resolved variances, prepared financial reports for internal and external users and handled all major credit decisions. Prepared presentations for prospective lenders. Additionally, ensured continued operations and current status of computerized information systems.

- Developed and carried out a plan that produced significant savings in overhead and carrying costs with no disruption in customer service by closing one regional warehouse and allocating territory to other facilities.

YOUR NAME

Controller (continued)

- Created a cash flow management system that enabled optimization of line of credit borrowing, resulting in significantly reduced interest expense.
- Proactively took over the negotiation of financing and leasing arrangement negotiating and achieving immediate and dramatic reductions in capital equipment costs.

MEDIA CORPORATION – *Hollywood, California*

1988 – 1997

Accounting Manager

1992 – 1997

Challenged with responsibility of accounting and management information system operations for a major television post-production company with \$30 million in annual revenue and subsidiaries in Hollywood, Burbank, New York and Vancouver. Prepared division and consolidated financial statements, provided analysis and prepared all Security and Exchange Commission reporting and handled investor relations. Maintained general ledger, managed fixed assets and directed credit and collections.

- Successfully combined two accounting systems following a company merger, provided software training and supervision for accounting staff and coordinated reorganization of credit and collection procedures.
- Developed a cost accounting system for a manufacturing subsidiary, implementing a job cost system that enable the company to efficiently control component acquisition and production cost.
- Led conversion of accounting system from a manual operation to SBT software then later from SBT to Solomon IV, moves that increased data accuracy, timeliness and effectiveness for all departments.

Senior Financial Analyst

1988 – 1992

Recruited to manage five employees in accounts payable, accounts receivable, billing and payroll. Maintained general ledger, adjusted, closed and produced financial statements. Prepared property and sales tax returns. Worked closely with the outside accounting firm and assisted as needed with the annual audit.

- Researched and coordinated launch of a successful initial public stock offering, taking into consideration company operations and industry trends and preparing required reports and filings.
- Instituted a fixed asset system that located, identified and valued millions of dollars in capital equipment at various locations and leased to customers and enabled the collection of a \$2 million settlement for fire loss.
- Promoted to Accounting Manager for superior job performance and exceptional attention to detail.

TAPE-ATHON CORPORATION – *Hawthorne, California*

1981 – 1988

Controller

Supervised a staff of four in carrying out the accounting function for this corporation with 25 employees and \$6 million in revenue. Managed accounts payable and receivable, payroll and general ledger maintenance. Handled account reconciliations, month-end closings and financial statement preparation and analysis. Developed forecasts and budgets and tracked, investigated and resolved variances.

- Produced a cut of 25% in the overall Accounting Department budget by converting the company's manual accounting approach to a computerized system.

EDUCATION, PUBLICATIONS AND CERTIFICATION

STATE UNIVERSITY

Long Beach, California

Master of Business Administration, Accounting and Finance Concentrations, GPA 3.71/4.0

PRIVATE UNIVERSITY

Los Angeles, California

Bachelor of Arts Degree

Member, Beta Gamma Sigma National Business Honor Society

CONTINUING PROFESSIONAL DEVELOPMENT SEMINARS

Security and Exchange Commission Reporting, Solomon IV

Credit Collection, Federal and State Employment Law

PUBLISHED ARTICLES

Authored "Project Management," published in Corporate Controller, March 1952

State of California Notary Public