

FINANCIAL ANALYST, COST ACCOUNTANT, & CONTROLLER

- Entrepreneurial Business Analyst—Experience in commercial and residential real estate development, medical services, recreational enterprises, and construction materials.
- Financial Analyst—Budget preparation, cost accounting, accounting systems, P&Ls, inventory management, and mergers and acquisition analysis skill set.
- Cost Manager—Reduced costs from \$150K to \$30K per month to maintain financial stability in a severely challenged market. Worked with lenders to restructure loans and minimize interest expense. Cut direct operational costs by \$200M through product mix modifications.
- Team Leader—Recognized for developing strong working relationships within a highly diverse population. Respected and trusted CEO/COO confidant with high integrity; a valued teammate.
- BBA (Bachelor of Business Administration) concentrated in Finance with distinction from the University of Michigan Ross School of Business, 1994.

CAREER HISTORY

Financial Analyst & Controller

Blackstone Development Corporation

11/99–Present

Managed \$30M to \$40M in assets while creating a positive cash flow in 12 of 15 years. Administered and controlled an annual operating budget and cash flow in the \$2M to \$3M range. Supervised and managed office administration, including accounting, accounts payable and receivable, cash flow, inventory tracking, product costing, budgeting, and complete computer hardware and software support.

Performed financial analysis for potential new projects in diverse fields including recreation, medical imaging, digital media, and construction materials. Arranged new financing, ongoing debt management, and banking relationships.

Created new accounts payable processes, reducing payables from 70 to 25 days by eliminating excess and duplicate payments, taking advantage of available discounts, and improving supplier/contractor relationships.

Played active role in every aspect of business, including marketing, production, and strategic planning. Completed the financial analysis, rate negotiation, lease-term and lease-language negotiation on proposed and executed leases.

Data Source Electroplating Corporation

06/94–10/97

Financial Analyst (06/96–10/97)

- Filled lead financial role on a team with the responsibility of reducing costs by \$200M through sourcing and inventory reduction.
- Completed annual budgets and set product standard costs for plants with combined direct and period budgets of over \$500M.
- Performed new business scenario analysis, including studies of proposed manufacturing facilities and restructurings.
- Implemented costing and budgeting systems for newly acquired telecommunications business consisting of US and Canadian plants.
- Compiled monthly manufacturing and financial performance reporting and performed variance analysis for assigned plants.
- Responsible for training new analysts and interns.

Cost Analyst (06/95–06/96)

- Performed cost analysis for products, processes, packaging, and labor utilization in a manufacturing, warehousing, and distribution center. Provided financial support for plant cost reduction teams.
- Performed month-end accounting, including consolidation of line inventory, calculating manufacturing performance efficiencies versus budget, and preparation of performance tracking charts.
- Responsible for inventory (finished goods, stores, raw materials) cycle counts, reporting, and adjusting entries.
- Assisted corporate finance department in the annual budgeting process and coordinated monthly division manufacturing reporting (23 plants).

Internal Auditor (06/94–05/95)

- Performed internal audits of manufacturing facilities.
- Investigated new acquisitions' business processes and audited for mitigating controls of possible risks.

SOFTWARE PROFICIENCIES

QuickBooks

Microsoft (Advanced Excel, Word, PowerPoint, and Outlook).

Exposure to Microsoft Access, Lotus Notes, and SAP.

EDUCATION

Bachelor of Business Administration with Distinction, The University of Michigan – Ross School of Business, Ann Arbor, MI 1994