

## FINANCE SUPERVISOR

### Summary

Able to adapt and flexible enough to help manage changing priorities and maintain a high standard of work and accuracy in spite of changes. Reliable resource and highly valued team member within my department by providing assistance to managers, co-workers, FPDs, interns and taking ownership of my responsibilities in order to meet deadlines and team goals. Ability to demonstrate and develop supervisor skills to work with FPDs coming through the program to develop skills needed for commercial BU roles in the future. Strong team player who has developed a strong reputation and earned the trust and respect of those around me. Open to new and different approaches, embracing new requirements and incorporating them into my work, while making sure all information is flowing and reported properly. Along with quickly learning new skills to adapt. Ability to identify and resolve problems to make sure data is accurate, complete and communicated properly. To contribute strong background in finance and my drive for excellence and success to the Abbott Nutrition organization

### Experience

Finance Supervisor 05/2012 to Current Company Name City , State

- Develop and consolidate Adult Institutional financial plans/forecasts (including annual plan, LRP, monthly LBE and S&OP) for the Adult business unit to present for senior management review.
- Pull and analyze market and share data by Institutional segments in Tableau system.
- Budget and report total Institutional AP&G spend.
- Complete monthly analysis of E&O for Adult Institutional products.
- Supervise and manage one employee within the Finance Professional Development Program rotation.
- Develop and consolidate Adult Institutional financial plans/forecasts (including annual plan, LRP, monthly LBE and S&OP) for the TN business unit to present for senior management review.
- Budget and report total Institutional AP&G spend.
- Complete monthly analysis of E&O for Adult Institutional products.
- Consolidator for Therapeutic Nutrition Business Unit
- Develop and consolidate financial plans/forecasts (including annual plans/updates, monthly S&OP, LRP's, and LBE's) for the business unit to present for senior management review
- Develop and consolidate the financial package of monthly business results for senior management review
- Prepare annual plans/updates, LRP's and LBE's for our marketing departments and other AP&G budgets and conduct monthly meetings with directors/managers/budget owners to review
- Consolidate and submit month end close financial information for our business unit's results, provide necessary commentary and variance research
- Coordinate, calculate and track royalty expenses
- Participate in Sox Testing as needed, in 2009 completed testing of Financial Reporting department
- Products Operating Administrator: complete month-end transfers of sales and margin statistics by sku level
- Prepare Investment Package analysis of balance sheet and provide commentary on monthly basis
- Monitor and reconcile inter-company accounts with Corporate
- Reconcile general ledger daily and investigate and address potential problems before month-end close
- Prepare swell allowance accrual analysis
- Assist in Daily Sales processes and other team requirements as needed
- Compile and submit Federal and State Tax Packages
- Participate in Sox Testing, including testing plant inventory processes and procedures

Senior Mutual Fund Accountant 08/2004 to 11/2005 Company Name City , State

- Promoted to senior level in October 2005
- Prepare and analyze financial statements and shareholder reports
- Prepare and analyze fund expenses, expense accruals and review total returns
- Prepare marketing products for distribution to shareholders
- Prepare regulatory filings and board materials
- Assist management with special projects
- Participate in Mentor Program to train new associates at BISYS
- Enter all mutual fund transactions and trades to a fund on a daily basis
- Distribute fund data to internal and external business partners
- Calculate daily market value of portfolio holdings and net asset value
- Complete month-end reporting requirements
- Interact with external bank custodians and investment advisors on fund administration

Accounting/Finance Internship 06/2002 to 03/2003 Company Name City , State

- Intern in Accounting Department at headquarters of Westfield Bank
- Perform daily accounting routine, completed reconciliations, commercial loan audits and budgets Systems Experience and Proficiencies
- Microsoft Office/Outlook, Lotus Notes, SAP, HOST Analytics and Tableau Software
- SAP and HOST Analytics subject matter expert for Abbott Finance organization

### Education

Bachelor of Arts : Business Administration, Alliance, OH Mount Union College Bachelor of Arts in Business Administration, Finance

Concentration, Mount Union College, Alliance, OH

Professional Affiliations

Bachelor of Arts in Business Administration, Finance Concentration, Mount Union College, Alliance, OH

Skills

Financial Analyst, Budget, Forecasts, Sarbanes Oxley, Sarbanes-oxley (sox), Sox, Testing, Marketing, Budgets, Finance, Financial Reporting, Month End Close, Therapeutic, Basis, Accounts With, Balance Sheet, Daily Sales, General Ledger, Inventory, Of Sales, Sales, Sales And, State Tax, Statistics, Filings, Financial Statements, Mentor, Accountant, Mutual Fund, Accounting, Audits, Commercial Loan, Daily Accounting, Lotus Notes, Microsoft Office, Ms Office, Outlook, Reconcilements, Sap, Subject Matter Expert, Tableau Software, Team Player