

FINANCE AND OPERATIONS MANAGER

Executive Profile

Results-driven, efficiency-conscious International Business Management Executive with extensive experience including financial management, organizational development, business development and team building within diverse industries. Skilled in planning, coordinating and executing successful strategic business and financial programs, with track record of improving operational stability, efficiency, and profitability. In-depth knowledge of a diverse array of core financial and business processes, with demonstrated capacity to successfully improve bottom-line profitability, and further corporate objectives. Collaborate with senior stakeholders to effectively prioritize activities and achieve defined objectives, translating business requirements into solutions to achieve corporate performance goals and targets.

Skill Highlights

- Organizational Development
- Business Development and Expansion in Domestic and International Markets
- Global Business Expertise
- Financial and Strategic Planning and Execution
- Contracts Management
- Risk Management
- Staff Development and Management
- Multimillion-dollar P&L Management
- Budget and Forecasting Development and Management
- Policy and Process Development and Implementation
- Financial Reporting and Analysis
- Performance Management/Project Accounting
- Maintain Service Relationships

Professional Experience

Finance and Operations Manager , 03/2015 to 09/2016 Company Name i¼ City , State

A senior business partner participating in the development of the strategic direction, leadership, management and growth of the organization. Key accomplishments include:

- Led the 2016 strategic planning process (Oct 2015) resulting in a detailed 2016 delivery plan for all departments with a 3yr outlook.
- Developed a timely and accurate financial and operations reporting package to management highlighting business issues, potential risks and profit opportunities.
- Developed budget and forecasting models and metrics (including rates, utilization and global cash management analysis)
- Recommended innovative alternatives to generate revenue and reduce unnecessary costs resulting in revised business and contract negotiation practices.
- Negotiated and reviewed business contracts with profitability and financial success in mind resulting in accelerated AR collections and increased cash opportunities.
- Ensure company and individual compliance in all countries where performing work (visas, statutory and tax filings).
- Researched and implemented a robust 401K plan for US employees resulting in a 35% savings over previous plan.

Chief Financial Officer , 03/2000 to 05/2014 Company Name i¼ City , State

An executive business partner participating in the strategic leadership, management and growth of the company spanning over 14 years. Initially leading the company's turnaround initiative to growing the business from \$8M with offices in two countries to over \$80M with offices, registrations and personnel in over 25 countries. Grew the Finance and Accounting function from 4 people in two countries to a fully international function with global staffing in three regions supporting the world-wide organization. As a member of the executive leadership and management teams since 2001 participated in the creation and implementation of the company's corporate strategy and policies. Key accomplishments Include:

Executive Leadership:

- Served as key contributing member to Leadership and Executive teams
- Strategic planning partner
- Led and managed the M&A activity for company (3 in total with the final resulting in a company acquisition).
- Served as company Secretary/Treasurer
- Served on the Board of Directors

Business Development:

- Led company financial turnaround initiative
- Successfully grew business by 24% year over year (including 51% in 2011, 31% in 2012, and 16% in 2013)
- Led the international expansion process resulting in 8 offices and 25 country registrations around the globe
- Multinational/Multi-currency/Multi Business Unit ERP Implementation

Financial Management:

- Multimillion-dollar global P&L management
- Managed international finance function with multiple business unit reporting and analysis including heavy foreign exchange and multi-currency aspects
- Led and managed annual strategic global planning process
- Led annual budgeting and forecasting process and on-going management

- Managed 8 annual global financial audits and reviews, and complex tax preparation in multiple jurisdictions
- Created policy and procedures for best practices

Legal and Commercial:

- Responsible for creating and defining global company architecture
- Negotiated and finalized all company contracts including client contracts, product agreements, service agreements, software license agreements, nondisclosure agreements and vendor agreements.
- Led and managed the Broader Ownership program to grow and diversify ownership base

Risk Management:

- Implemented a global commercial risk program
- Responsible for global commercial insurance coverage and renewal process
- Effective negotiations resulting in holding cost constant for 3 years in a row in a high revenue growth environment

People Management:

- Multinational staff recruitment, development and management in three regions supporting the world-wide organization
- Created and managed the legal/contracts department and staff
- Managed multicultural dynamics remotely for global staff
- Assessed departmental training needs to establish core competencies and set consistent skill sets for global accounting and finance staff

Controller , 09/1997 to 03/2000 Company Name i¼ City , State

Led and managed the full Accounting and Finance function including all aspects of reporting, analysis, budgeting and project accounting and management; as well as risk management, human resource management, company policy development and management. Evaluated ROI on key business programs. Led the evaluation, analysis and implementation of new accounting system.

Controller , 08/1988 to 09/1997 Company Name i¼ City , State

Managed the full Accounting and Finance function including all aspects of reporting, analysis, budgeting and project accounting and management. Negotiated and reviewed business contracts and financial models with profitability and financial success in mind. Led the modeling, planning and execution of all financial processes. Created detailed financial models and analytical tools to facilitate variance analysis. Implemented effective risk management program, human resource development and management including company retirement program, company policy development and management, and administrative management. Evaluated, analyzed and implemented new accounting software system.

Education

BBA : Finance and Accounting St Edwards University i¼ City , State , USA

Technology Skills

MS Office, MS Project, Visio, Microsoft Dynamics GP, Epicor, QuickBooks, Salesforce, Projector PSA