

SUMMARY AND SKILLS

More than 20 years of successful, progressive experience in all phases of Operations, Administration and Financial Management. Entrepreneurial and visionary leader accomplished at strategic planning, management of support services and oversight of professional management staff.

- **Executive management**
- **High level of ethics**
- **Multi-Function experience**
- **Operating leadership**
- **Policy Development**
- **Extensive communication skills**
- **Financial analysis**
- **Team leadership**
- **Commitment to accountability**

EXPERIENCE

Management Consultant

Self-Employed

Golden, CO

Oct. 2001 to Present

- ❖ JVB Sprinkler and Landscape Design (client), reduced overhead costs by 25% with installation of customer list to PC database.
- ❖ JVB Sprinkler and Landscape Design (client), increased spring sales 15% with marketing campaign.

Vice President of Finance and Administration

Goodwill Industries of Denver

Denver, CO

Oct. 1995-Sept. 2001

- ❖ Oversight of \$15 million annual operating budget, \$400,000 to \$2.5 million capital expenditure budget, and \$10 million endowment fund.
- ❖ Secured \$3 million bond financing to complete capital projects reducing the costs of borrowing funds by 25%.
- ❖ Initiated monthly analysis of revenue and expense for each department which allowed a 15% savings in annual operating expenses.
- ❖ Initiated and developed short-term investment policy to increase earnings on operating account funds 12% annually.
- ❖ Expanded and improved the use of PCs from 20 workstations and 1 file server to 50 workstations and 3 file servers. One server to host e-mail/internet service on 640k DSL to improve external/internal communications, web site, and database. One server for the accounting and human resources software and one server to run the operating/platform system software.

Management Consultant

Justin & Associates

Littleton, CO

1992-1995

- ❖ Performed contract work for small businesses in management reporting, analysis, and provided solutions to behavioral/human resources issues.
- ❖ Set up controls to meet accounting standards, financial statements, cash flow estimates, organization planning and budgeting. Worked as interim manager for specific project or fill in situation.
- ❖ Recommended and set up PC software for daily accounting, process for paying monthly/quarterly taxes, timetable for payroll, developed advertising flier and newsletter for several clients.
- ❖ Developed profitability analysis for clients, break-even analysis, and prepared clients for audit.

EDUCATION

Business Management Degree, Metropolitan State College, Denver, CO

Certified Management Accountant (candidate, 2 of 4 parts passed), Institute of Management Accountants, Denver Chapter

Mediator, American Arbitration Association, Denver, CO