

■ SKILLS & SUMMARY

BUSINESS / FINANCE MANAGEMENT

- Collaboration • Organizational Transition & Growth • Financial Reporting and Measurement
- Strategic Analysis and Planning • Insurance and Risk Management • Company Sales & Transitions
- Private Funding • Contract Management

I am a detail-oriented and dedicated financial executive with more than 25 years of accounting, operations, human resources and strategic planning experience in multiple industries, including managed services, computer software and hardware, manufacturing and retail.

■ PROFESSIONAL EXPERIENCE

CHIEF FINANCIAL OFFICER, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire October 2012-Present
CFO for hire with various organizations across various industries. Industries serviced; manufacturing, healthcare, software, hardware and distribution. Incomes of organizations vary from start-ups to \$100 million.

- > Analyze and summarize company's financial state.
- > Cash management and company turnarounds.
- > Build and produce company projections for forecasting.
- > Private funding and associated diligence.
- > Company sales and transitions.
- > Contract management and administration.

CONTROLLER/CHIEF FINANCIAL OFFICER, DERIVIX CORP. Beverly, Massachusetts 2008-2012

A member of the executive team and the Company's Secretary and Treasurer, managing and overseeing all aspects of the company's finance and human resources responsibilities. Instrumental in the sale of Derivix to FlexTrade Systems managing schedules, diligence work, budgets and projections. Integral component in the Company's Series A and A1 funding.

- > Close, analyze and provide monthly Board-level financial statements.
- > Monitor, maintain and reconcile all company cash and credit accounts.
- > Assist with and produce projections and budgets.
- > Maintain the capitalization table and related stock agreements.
- > Orchestrate year-end accounting reviews and tax filings.
- > Handle all employee payroll, benefits, maintenance and procedures.
- > Contract administrator for customers and vendors.
- > Oversee company compliance with US market exchanges.

CONTROLLER, SMALL BUSINESS SUCCESS, Inc., Portsmouth, New Hampshire 2007-2008
Team member responsible for providing financial and managerial functions for numerous small businesses.

- > Provided strategic analysis and planning.
- > Assisted with monthly journal entries, reconciliations and period closes.
- > Delivered human resources assistance and direction.
- > Implemented accounting systems and procedures.

CONTROLLER, PERIMETER/MESSAGE SECURE Corp. Lowell, MA 2000-2007

Directed and managed the company's accounting and human resources departments. Had a significant role in securing venture funding and the successful sale of Message Secure to Perimeter Internetworking.

- > Full general ledger management and preparation of monthly close.
- > Responsible for company's cash management and proper revenue recognition.
- > Assisted with financial budgets and planning.
- > Oversaw payroll and participated in hiring and establishing benefits.
- > Located and negotiated leases for new/additional space and capital equipment.

FINANCE AND OPERATIONS MANAGER

INTERMATE INTERNATIONAL/LEXI COMPUTER, Ward Hill, MA 1989-1999

Responsible for the daily operations and personnel of Accounting, Purchasing, Manufacturing, Human Resources and Customer Service Departments.

- > Responsible for negotiating and purchasing millions of dollars of inventory, raw materials and office equipment.
- > Implemented more efficient company procedures for accounting, purchasing and process flow.
- > Increased profits by improving revenue flow and controlling expenses.

■ EDUCATION & DEVELOPMENT

Fitchburg State College

Northern Essex Community College
Associates Degree, Business Management

■ PROFESSIONAL PARTNERSHIPS

- > *Member of the Institute of Management Accountants (IMA)*

**References Available upon Request*