

# BRANDI BONDS, MBA

NEXT LEVEL NOW, INC. 16 Pease Boulevard, PORTSMOUTH, NH 03801 (603) 433-4783 bbonds@nextlevelnow.net

## ■ SKILLS

### BUSINESS / FINANCE MANAGEMENT *and* HEALTHCARE ADMINISTRATION

- Collaboration • Organizational Transition & Growth • Financial Reporting and Measurement
- Contract Management • Utilization Maximization & Efficiency through Accountability • Insurance and Risk Management
- Tax and Regulatory Compliance • Information Systems Procurement, Implementation, & Oversight

*I am a positive hands-on executive leader that asks the questions necessary for to assist in organizational development. I work to enable individuals and teams to reach departmental and organizational strategic goals and initiatives in an efficient manner. This is accomplished through creation, analysis and evaluation of measurement dashboards and KPI's and communicated cross-departmentally and instills transparency, accountability and success for all stakeholders.*

## ■ PROFESSIONAL EXPERIENCE

CHIEF FINANCIAL OFFICER, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire January 2015-Present  
*CFO for hire with various organizations across various industries. Industries serviced; manufacturing, healthcare, services, and distribution. Incomes of organizations vary from \$2 million to \$100 million.*

CONTROLLER/CFO, CULBERT HEALTHCARE SOLUTIONS, INC.  
EASTERN POINT REVENUE CYCLE MANAGEMENT, LLC. , Woburn, Massachusetts 2010-2015  
*Manage the finance and IT departments of this dynamic \$25+ million healthcare IT and management consulting firm through transition of implementation of new time and expenses system as well as company growth of over 65% in a three year period reporting to the CEO and member of executive management team. Finance and IT leader with the recognition that hands on management is most effective to understand key challenges to ensure they are overcome and to maximize efficiencies.*

## ■ LEADERSHIP HISTORY

- > October 2013 – Current Adjunct Professor, Endicott College, Beverly, MA
- > September 2015 – Current Adjunct Professor, North Shore Community College, Danvers, MA

### MBA COURSES

Healthcare Finance  
Healthcare Policy and Strategy  
Cost Accounting  
Intermediate Accounting

### MIS COURSES

Health & Medical Information Systems  
Planning and Financial Management

### UNDERGRADUATE

Financial Accounting  
Finance  
Managerial Accounting  
Intermediate Accounting

## ■ KEY ACCOMPLISHMENTS

- > **Departmental Efficiency Improvement** – *By utilizing technology and staff re-alignment increased efficiency by 58%*
- > **Improved Profitability** – *Developed a contract management process cross departmentally resulting rate increases of 5% in 6 months.*
- > **Tax Visibility Improvement** – *Work with CPA firm and developed a quarterly and annually review system to identify current tax allocations across 43+ states and ways to strategically minimize tax implications and ensuring compliance at the government and state agencies levels – realizing estimate to actual variance of under 1%.*
- > **Dashboard / KPI Implementation** – *Created operational reporting tool called ROTRU (Revenue Optimization through Resource Utilization) which has become the vehicle to share key employee data for budgeting, measurement and metric reporting.*
- > **Increased Cash Flow** – *By 319% through AR management, improved transparency, cost reduction efforts through growth and improved staff allocation.*
- > **Playbook Creation** – *Devise policies and procedures “playbook” for the department ensuring expectation alignment.*
- > **Financial Reporting Improvement** – *Spearheaded the Account Dashboard Metrics reporting system along with creation of 150+ page monthly financial package. Reviewed data organizational monthly to ensure transparency and accountability where needed.*

- > **Created a Budget and Forecasting System** – *Worked with COO to define 100 costing centers, Sales for real time forecasting to ensure that profitability was maximized while not losing sight of customer service goals.*
- > **Leveraged Banking Relationships** – *Manage banking relationships, leases and capital acquisitions (20+) and credit card accounts (over 40) to ensure accuracy, compliance adherence through reconciliation, and risk mitigation.*
- > **Insurance Management** – *Oversee all 5500, tax reporting, insurance solicitation, compliance, and auditing.*

#### ■ ADDITIONAL EXPERIENCE

*Controller, Curbside Hospitality, Inc., Beverly, MA, 8/2007 – 12/2010*

*Freelance Accountant, Vista Motel, LLC / Taormina Architects & Construction, 10/2000 – 12/2013 (Non-current) Cheever Communications / North Shore Paralegal Services, Inc. / Heavenly Hands*

*Controller & Operations Manager, Pelletier Rug & Floor Co, Inc, Danvers, MA, 10/2004 – 7/2007*

*President, Another Great Event, Inc. Gloucester, MA, 08/1999 – 12/2001*

*Controller and Customer Service Manager, Para Research, Inc., Gloucester, MA, 02/2001 – 07/2001 (also Champlain Software & TNR Realty Trust)*

*Implementation Trainer, RockPort Trade Systems, Inc., Gloucester, MA (QRS Corp), 01/1997 – 07/1999 Finance & Accounting Manager, Human Resource Manager*

*Accounting Manager, Ibis Technology Corporation, Inc., Danvers, MA, 07/1994 – 01/1997*

#### ■ EXECUTIVE CIVIC INVOLVEMENT

- > 2015 – Current     *Cape Ann Animal Aid Board Member*
- > 2014 – Current     *BHS Gymnastics Treasurer*
- > 2011 – Current     *Endicott College Alumni Council member – Chair of Graduate Subcommittee*
- > 2012 – 2014        *Church Council for Trinity Congregational Church – Assistant Treasurer and Governance Board Chair*
- > 2013                *Consultant for Maritime Gloucester through Endicott College*
  - *Work with team to create a benchmark of like organizations and suggest action items to move organization to next level.*
- > 2012 – 2013        *Past Board Member and Treasurer of Haiti Projects, Inc*
- > 2005 – 2012        *Past Volunteer for HAWC (Healing Abuse and Working for Change)*
- > 2011                *Governance and Board Consultant for Haiti Projects through Endicott College*
  - *Work with HP Executive Leadership and Board to evaluate and form recommendations for board and governance improvements for organizational growth.*
- > 2011 – 2013        *Tourism Plan Consultant for City of Gloucester through Endicott College*
  - *Work with City officials and team members to provide a marketing plan for promoting tourism in city.*
- > 2001 – 2007        *Various commitments on several public school based Committees in Gloucester*

#### ■ EDUCATION & DEVELOPMENT

*MBA, Healthcare Administration Concentration, Endicott College, Beverly, MA, 2013*

*MBA, Business / Finance Management Administration, Endicott College, Beverly, MA, 2010  
Thesis topic: Value of Advanced Degrees in Current Economic Climate*

*International Business Program, IPADE, Mexico City, Mexico, 2010*

*BS in BA, Magna Cum Laude, Endicott College, Beverly, MA, 2008  
Thesis topic – Retail Politics for Generation Next.*

*Certified Payroll Specialist & EzLabor Certification, ADP, 2009*

*Certified Microsoft Access Developer, Computer Learning Institute, 1999*

*BA in Business Administration Major, Northeastern University, Boston, MA, 1993*

## ■ PROFESSIONAL PARTNERSHIPS

- > *Board Member of the Institute of Management Accountants (IMA)*
- > *Former founding member of Business Network International (BNI) Topsfield Chapter*
- > *Former member of BNI Peabody Chapter*

## ■ SOFTWARE COMPETENCIES

- Microsoft Office Suite, Advanced Skillset (including Access, Project, and Visio)
- SAP
- QuickBooks through 2014
- BillQuick Contract, Time, Expense Mgmt
- Agent
- WebSuite
- ADP PC Payroll
- ADP EzLabor
- Paychex PC Payroll
- R & R Report Writer
- Acumatica
- OBeer
- SQL
- Microsoft Dynamics GP (Great Plains)
- Solomon III & IV
- RockBlocks
- ADP PayExpert / Total Pay
- Crystal Reports 9
- FRx Report Writer
- Salesforce 13 Professional
- Autotask

*\* To list a select number of business applications.*