### Name

[Description: http://www.noknok.tv/wp-content/uploads/2011/12/linkedin-logo.jpg](file:///\\192.168.1.51\Verity%20Volume\Career%20Management%20&%20Transition\Portfolio%20Templates\Resume%20Template%201\ca.linkedin.com) [www.linkedin.com/in/YOUR](http://www.linkedin.com/in/YOUR) LINKEDIN URL • name@gmail.com • 647.647-7466

# PROFESSIONAL PROFILE

**DIRECTOR OF FINANCE**

Head of Finance | Human Resources| Payroll| Administration | IT, led teams to operate as cohesive units through organizational growth and change management. 15+ years progressive experience in a fa\

st-paced entrepreneurial environment. Achieved timely completion of strategic projects and initiatives with demanding deadlines. Leveraged critical thinking skills to resolve process issues and efficacious policies, procedures and reports that held up to regulatory scrutiny.

# AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Strategic Planning and Execution | * Management Reporting | * Full Cycle Accounting |
| * Business Analysis | * Budgeting and Forecasting | * Bank, A/P and A/R Reconciliations |
| * Audit and Regulatory compliance | * Payroll and Benefits Administration | * Cash Management |
| * ERP System Implementation | * HRIS-Training System Implementation | * Change Management |
| * Cross Functional Team Leadership | * Data Management | * Project Job Costing |

# CAREER EXPERIENCE

#### COMPANY NAME 20XX-20XX

## Director, Finance and Administration

Reported to the President with a team of 15 direct reports. Managed the acquisition transition of treasury, financial reporting and employee benefits to the corporate shared platform. Handled audit requirements for global and local statutory reporting. Established system to track and amalgamate multicurrency intercompany transactions to parent company within a timely manner. Adopted IFRS standards on revaluation and depreciation of Capital Assets (write off – 1MM) within four months of acquisition.

* Compressed month end reporting to comply with five-day turnaround (from 10+ days) within two months of acquisition. This included remapping the Chart of Accounts to Global platform.
* Conversion strategy of transactional accounting from legacy system (Sage 300 ERP) to Great Plains,
* Collaborated with auditors to validate opening Balance Sheet and generate working papers to support Global and Local tax filings – 26MM revenue and 2MM SRED grant claim.
* Provided the Eurofins M&A team with financial analysis that meticulously recorded pre and post acquisition transactions – realized a reduction of $850K in the Earnout calculation.
* Continued to oversee daily operations of accounting, HR, Payroll and IT departments – initiated the restructure of personnel and processes to align with the Corporate vision of transferring to a centralized shared platform – National Service Centre.

#### COMPANY NAME 20XX-20XX

## Director, Finance and Administration

Reported to the President and CFO. Directed strategic objectives and daily operations in Finance, Accounting, Payroll, Human Resources and Information Technology. As part of the Executive and Senior Management team, collaborated with internal and external stakeholders to grow the organization from start up operations at 2MM with under 10 employees, to over 21MM with over 140 employees.

* Incorporated SRED ITC to track and monitor eligible projects and expenses to maximize the SRED Research Grants and liaised with tax and government auditors to validate information included in the claim
* Managed the Data Room (Firmex) through the due diligence process and worked closely with Investment Banker to upload and update information in a timely manner as required by potential buyers.

Payroll and Human Resources (3 staff)

* Managed all aspects of Payroll administration of a semi-monthly payroll using Ceridian Powerpay
* Developed and implemented policy and procedures to address 12/5 to 24/7 operations. Oversaw the transition from semi-monthly salaried profiles to flexible shift hours to include hourly premiums based on overtime, weekend shifts and sick/vacation pay
* Handled the annual financial and audit reporting and regulatory filings to the FSCO for the Defined Contribution Pension Plan with over 3MM in assets.
* Reorganized the Human Resources department to eliminate outsourced consulting and hired a Senior HR Manager to assume responsibility for enhancing HR policy and procedures in preparation of the anticipated sale of the company. Continued involvement with annual salary and bonus reviews and payout for all employees.
* Collaborated with Quality Assurance and HR to create, track and monitor Staff and Job Profiles and staff training in accordance with regulatory compliance (SOLABS). Focus on cGMP and EHS training and compliance.

Administration (4 staff)

* Directly managed administrative personnel and duties through the organization.
* Maintained Client and Vendor contracts – incorporated terms and deliverables in cash management and project reporting.
* Collaborated with Europe, US and local insurance agents to identify and implement change to leverage global policy coverage

IT (3 staff)

* Managed IT resource and system requirements and enhancements for the organization. This included the set up and maintenance of the Office and Analytical (cGMP) networks.
* Hired or outsourced resources to handle the operating and regulatory revamping and creation of cGMP protocols to address increased FDA scrutiny of data integrity
* Significant involvement in the evaluation, implementation and ongoing enhancements of ROSS ERP – warehousing software to track and monitor materials used in cGMP operations for scale up research manufacturing.

**Manager, Finance and Administration** (20xx – 20xx)

# EDUCATION & PROFESSIONAL DEVELOPMENT

* PMI – PMP Certification – Project Management Program – Sheridan College, 20XX
* Certificate in Accounting Practitioner (High Honours), Sheridan – 20XX
* Microsoft Excel Advanced – Sheridan – 20XX
* Payroll Fundamentals 1 & 2 – CPA – 20XX
* Severance & Salary Continuance – 20XX
* The Niagara Institute – Leadership Development Program – 20XX
* Controller’s Job in Today’s Environment, Fundamentals of Budgeting– CMC -20XX

# SOFTWARE

Microsoft Office (Advanced Excel, Word, PowerPoint, Outlook)

Sage 300 ERP QuickBooks ROSS ERP (cGMP) Great Plains

MS Project Sage CRM Netsuite Changepoint

Ceridian Powerpay Solabs (Similar to Trackwise)

# INTERESTS & COMMUNITY INVOLVEMENT

Gardening, Home Renovations, Travel

Wananchi Wa -Treasurer, 20XX – 20XX



