

PROFESSIONAL EXPERIENCE

Commercial Vehicle Group, Columbus, Ohio

6/07 – 3/09

Internal Audit Manager / SEC Analyst

- Manage the Internal Audit Department. Focusing on Sarbanes – Oxley compliance
- Assist Controller in 10-Q and 10-K filings

AirNet Systems, Columbus, Ohio

3/06 – 3/07

Assistant Controller / Director of Accounting

- Manage the General Ledger and Accounts Payable departments.
- Produced internal financial reports
- Complete quarterly (10-Q) and annual filings (10-K) to comply with SEC requirements.
- Established procedures to ensure the integrity of the general ledger and to comply with Sarbanes-Oxley guidelines.

McGraw-Hill Digital Learning, Columbus, Ohio

4/03 – 12/05

Controller

Preparation and of the financial statements of a newly established business unit for the McGraw-Hill Companies. Sole responsibility for the establishment of all financial procedures to ensure timely and accurate financial reporting to the parent corporation. Additional responsibilities include:

- Developing annual budgets.
- Monthly forecasting of revenues, net operating income and capital expenditures.
- Working closely with management team to control expenses.
- Account reconciliation review.
- Represented Digital Learning's business requirements in a corporate wide systems changeover.

Value City Department Stores, Columbus, Ohio

6/94 – 4/03

Manager of Financial Reporting

12/00 – 4/03

Responsibility for the preparation of the consolidated financial statements, filing of SEC documents and the filing of monthly and quarterly press releases. Additional responsibilities include:

- Managed the General Ledger department and the monthly close process.
- Produced internal financial reports.
- Established procedures to ensure the integrity of the general ledger.
- Established company wide procedures to change the monthly close process from three weeks to 6 days.
- Established guidelines on internal and external sales reporting.

Senior Financial Analyst

8/98 – 12/00

Preparation of the consolidated Balance Sheet, Income Statement and Statement of Cash Flows for the company and its subsidiaries. Responsibilities included:

- Completion of the quarterly (10-Q) and annual filings (10-K) to comply with SEC requirements.
- Filing of monthly and quarterly press releases.
- Designed and implemented a weekly forecast of seasonal financial statements.

Advertising Accounting Manager

6/94 – 8/98

Established the Advertising Accounting Department. This Departments' goal is to provide the recording, analyzing, budgeting and forecasting of advertising expenses. Responsibilities included:

- Authority for the Accounts Payable invoices related to the advertising expenses.
- Development of a monthly advertising expense forecast.
- Initialized the use of mainframe downloads to generate financial reporting and analysis.
- Spearheaded the development and successful implementation of an automated advertising purchase order system.

Macmillan/McGraw-Hill School Publishing, Columbus, Ohio

6/92 - 6/94

Financial Analyst

Responsible for the preparation of the monthly consolidated Balance Sheet, Income Statement and Cash Flow Statement. Reconciled payroll cash accounts, cash concentration cash accounts and the inter-company accounts. Worked with Treasury to establish procedures regarding banking and funding issues. Trained staff accountants in account reconciliations.

Accounting moved to Hightstown, New Jersey.

Goal Systems International, Columbus, Ohio

1/91 - 12/91

Accounting Manager

Responsible for general ledger, accounts payable, payroll, fixed assets and the preparation of the Consolidated Balance Sheet, Income Statement and Statement of Cash Flows.

Accounting moved to Pittsburgh, PA.

Limited Stores, Columbus, Ohio

8/88 - 1/91

Sales Audit Supervisor

Responsible for selecting and auditing of high variance stores. Reviewed bank statements, bankcard and related reconciliation's. Established and maintained store and corporate bank accounts and the timely withdrawal of funds from these accounts. Audit of sales information for financial statement preparation and analysis. Recognized twice for outstanding employee contribution

EDUCATION

Ohio State University - MBA with emphasis in Finance

Robert Morris College - BS in Business Administration

PROFESSIONAL AFFILIATIONS

Member of the American Institute of Certified Public Accountants

Member of the Ohio Society of Certified Public Accounts

Listed in "Who's Who in American Colleges and Universities," 1980