

NAME

Address
Address
Telephone

EXPERIENCE: **Vice President of Administration** 1981 to present
COMPANY
CITY, STATE

Manage daily administrative operations for a national distributor of semi-conductors to commercial and military markets. Report to Principals.

Significantly contributed to growth of firm from \$1M to \$6M annual sales through the implementation of new staffs and automated systems for production and administration.

Instrumental in effectively assimilating a newly-acquired competitor through the smooth integration of personnel, backlog, and debt.

Set up and operated four corporate subsidiaries.

Identified and rectified software problems including a double-costing accounting practice.

Assumed roles of both Controller and Software Analyst resulting in annual cost savings of \$87K.

Primary areas of responsibility:

- A/R, A/P, payroll, monthly financial statements, annual audits
- Hiring, training, supervision of personnel
- Policy and procedures
- Payroll, employee benefits
- Compliance with federal regulations
- Health and business insurances
- Support of software development

EDUCATION: **Bachelor of Arts in American Studies** 1981
COLLEGE CITY, STATE

Continuing Education Coursework
FINANCE, COMPUTER PROGRAMMING (RPGII), PREDICTIVE INDEX

Planning to pursue M.B.A.

ORGANIZATIONS: Associated Industries of Massachusetts
North Shore Chamber of Commerce

References available upon request

