

Dorothy Q. Sample

25 Lolk Street _ Hollywood, FL 33330 _ (954) 555-5518

SENIOR EXECUTIVE

Management Development _ Strategic Planning _ Systems & Process Development

Extremely diverse, high profile career professional with over 25 years of solid experience in financial management and company development. Maintained highest-level executive positions at multinational corporations. Extremely focused on identifying potential problem areas, minimizing issues, formulating and executing competent solutions. Excellent communication, leadership, negotiation, trouble-shooting and motivation skills that effectively influence staff, internal clients, community leaders, and executive management. Represent firms with integrity and intelligence and present diligence in growing companies from a loyalty base. Member of the AICPA with additional comprehensive experience in:

- | | |
|---------------------------|--------------------------------|
| _ Supply Chain Management | _ Facilities Management |
| _ Negotiations | _ Process & Production Control |
| _ Client Relations | _ New Product Rollout |
| _ Profitability Tracking | _ Strategic Planning |
| _ Staff Development | _ Team-Building |

CERTIFICATIONS & LICENSURE

Certified Public Accountant (CPA), State of Florida 1986
Certified Management Accountant (CMA), State of Florida 1988
Security Licenses: Series 6, 7, and 8
Member, AICPA

PROFESSIONAL EXPERIENCE

ABC Inc.

1992 - Present

Vice President (1999-Present)

- Developed new operational structure in less than six months.
- Drove earnings up by 43% in less than two years.
- Implemented the installation of upgraded PC based systems to eliminate problem areas and gain efficiency.
- Developed and implemented necessary policies/procedures for productive and efficient operations.

Chief Financial Officer (1992-1999)

- Grew the business 45-50 percent per year for six years.
- Directly accountable for the administration of an annual capital budget and annual expense budget for all of headquarters.
- Oversaw all financial matters and investment decisions.
- Developed and designed over-seas expenditures, dispositions, and acquisitions, which increased profitability by 35 percent.

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SELECT BANK AND COMPANY

1986-1992

Vice President of Operations/Finance/Admistration

- Built bank from \$5 million in assets to over \$250 million in three years. Transformed bank operations to eliminate losses of \$1 million. Managed a team of 6 officers.
- Established 6 branch banks. Oversaw site evaluation, hiring, and scheduling. Maintained tight control of budgets to meet quotas.
- Established a subsidiary mortgage company, which increased profitability.
- Provided vision and direction to lead and manage operational managers.

XYZ CPA FIRM

1980-1985

Controller & Management Consultant

- Significantly improved the financial reporting systems to make them more responsive to the needs of the business and clients.
- Standardized cost accounting practices with major clients. This increased productivity and aided in decision making.
- Analyzed and prepared all major capital expenditure requests for submission to the Board of Directors.
- Worked one on one with field directors to implement JIT methodology which increased inventory turns by over 100%.
- Served as interdepartmental liaison and built a more productive system, creating communication connections between the companies.
- Coordinated year-end review with independent accountants.

COMPUTER SKILLS

Platforms: Windows NT, Windows 95/98/98SE/ME/NT/XP/2000/XP Pro,

Software: Microsoft Word, Excel, PowerPoint, Outlook, and Project; Norton Administrator; Adobe Photo Shop; TCP/IP; Internet Browsers, and Third-Party Applications, QuickBooks 2003 (Accountants Edition), Peachtree, and Citrix

EDUCATION

New York University, New York

MBA, Finance 1979

University of Florida, Florida

Bachelors of Science, Accounting 1976

Continuously update knowledge and skills through professional seminars and courses.