

## SARAH JANE SMITH, CPA

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### CONTROLLER

#### Public & Private / Analysis & Planning / Lease Analysis / SEC Compliance / M&A Cash Flow Management / P&L Statements / Accounting Process Improvements / Due Diligence

Under arduous circumstances, I positioned companies to weather economic turmoil. I bridged the gap between accounting / finance and internal departments, restoring credibility to budget and forecast projections. My visionary leadership has been critical to market longevity. My key differentiators include:

- **Optimizing bottom line performance and protecting corporate interests.**
- **Troubleshooting and turning around accounting operations, improving EBITDA performance.**
- **Creating and executing business channels, generating new revenues.**
- **Coordinating multi-site integrations and consolidations.**

Known for my tenacious troubleshooting, meticulous attention to detail, and high integrity, I provide innovative solutions that increase the bottom line. Using diplomacy, my strong communication skills won confidence and support by others to change. My **BBA** is from the University of Florida and I am a licensed **CPA**.

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### SELECTED ACCOMPLISHMENTS

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**Streamlined accounting.** Banc One's rapid acquisition growth created inconsistent reporting environment. Spearheaded and led consolidation of 12 accounting offices, redirecting 1,200 branches through single business entity. Standardized processes, improved national impact, budgeting, and planning. Saved \$3.3M annually.

**Improved bottom line and restored credibility.** Inherited department that consistently struggled to meet deadlines and produce relevant reports. Evaluated processes, uncovering critical bottlenecks. Streamlined workflow and reporting protocols, significantly improving quality. Changed reports and educated users, saving \$100K/year and 40 man-hours/week.

**Championed SOX compliance.** Auditors determined weakness in compliance controls and reporting by another department. Rallied team, taking over documentation and control processes, resolving issues and transforming staff into tenacious problem solvers and SOX subject matter experts.

**Strengthened client relationships.** Identified opportunity to increase Grubb & Ellis brand awareness and client loyalty, creating lease audit service. Launched program, selling services based on cost savings. Audited new account records, uncovering \$250K single lease tenant error in client's favor in one day, earning repeat business.

**Conducted due diligence.** ICE vendor \$15M lawsuit claimed non-payment for services and line cost accounting for circuits was inadequate. Took on due diligence responsibility, investigated, and compiled history and support against selected claims. Identified \$5M vs. vendor's \$10M claim against sample circuits, leading to \$7M settlement.

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### CAREER HISTORY

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**Director of Accounting,** Jamco, 2005 to 2009. Reconciled accrued liabilities for \$420M on over 800 accounts for this \$1.5B REIT firm. Analyzed, reported, and advised on \$10B real estate portfolio with an annual \$500M capex activity. Held \$350M P&L reporting responsibility and managed five staff. Prepared SEC and SOX documentation.

**Director of Accounting,** ICE Communications, 2001 to 2005. Advised executive group on accounting operations for this \$500M telecommunications firm. Remediated SOX weaknesses, improved EBITDA performance, and prepared audit reports. Managed \$150M direct cost, \$70M SG&A, \$35M balance sheet, and directed four staff.

**Sr. Accounting Consultant,** Jefferson Wells, 1999 to 2001. Recruited to provide accounting/finance leadership to clients, specializing in compliance for this privately held financial services consultancy. Designed ad-hoc reports and schedules for bankruptcies. Prepared action and dissolution plans, including pro-forma financials for VCs.

**Division Controller,** Banc One, 1996 to 1999. Established property management division, centralizing reporting and facilities management/operations for this \$1.6B financial services organization. Charged to find and implement cost saving initiatives. Held \$700M P&L reporting responsibility and managed 10 staff.

**Controller,** Grubb & Ellis, 1994 to 1996. Managed seven employees and held \$500M P&L reporting responsibility for this property management company. Directed AP/AR, monitored \$2M cash flow, and conducted due diligence. Initiated lease audit program, creating additional sources of revenue for division.

Other: I am a member of the AICPA, California Society of CPAs, and FENG. I also enjoy hiking and tennis.