

MOLLY L. WAGNER

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ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTS PAYABLE SPECIALIST known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. A/P career spans 17 years of experience in manufacturing, retail, higher education and other industries and has included accountability for the processing of up to 20,000 invoices (\$1M) per month. Backed by solid credentials (BS in accounting) and proficiencies in generally accepted accounting practices (GAAP) as well as MS Office Suite, Great Plains software, QuickBooks, ERP/EDI systems and SAP.

KEY SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations
- Vendor Negotiations & Management
- ERP, EDI & Financial System Technologies
- Records Organization & Management
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports

PROFESSIONAL EXPERIENCE

Digital Tech INC., Ames, IA

Accounts Payable Specialist, 2/02 to 5/09

For both employers, handled daily A/P processes; supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Key Results:

- Managed the accurate and timely processing of up to 20,000 invoices (\$1M) per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Implemented next-generation technologies and process automations (including new EDI and ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary “go-to” troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.
- Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation.
- Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history of thousands of dollars in overpayments to suppliers.
- Renegotiated payment terms with dozens of suppliers/vendors from Net 7 to Net 60 days for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company’s return to profitability.
- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.

Express Personnel Services, Ames, IA

Accounts Payable Clerk, 1/97 to 1/02

Assumed responsibility for the full cycle accounts payable process in temporary contract positions filling in for absent, vacationing or unfilled A/P roles for a variety of companies. Worked in both short-term (two to four weeks) and long-term assignments (up to nine months) for manufacturers, nonprofit organizations, hotels/restaurants, schools, hospitals and other businesses. Handled data entry and general ledger work as well as bookkeeping and general clerical tasks.

PROFESSIONAL EXPERIENCE (CONTINUED)

Express Personnel Services (*continued*)

Key Results:

- Achieved in-demand status as a sought-after A/P temp worker, with multiple companies requesting repeat or extended contracts and making offers of full-time employment at the culmination of initial temp assignment.
- Demonstrated the ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows.
- Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.
- Operated financial computer systems and furnished senior company executives with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness.
- Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

Grinnell College, Grinnell, IA

Accounts Payable Supervisor, 9/95 to 1/97 / **Accounts Payable Clerk**, 5/92 to 9/95

Promoted to supervise accounts payable operations for Grinnell College, including payment of invoices, proofing of checks and communication with outside vendors. Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control and compliance with tax requirements. Provided effective management of payables service to campus-wide organizations and served as primary backup to accounts payable manager.

Key Results:

- Assumed expanded responsibilities (concurrent with A/P duties) as the college's interim A/P manager and payroll administrator filling in during vacations and maternity leave.
- Formally recognized by college administration for injecting improvements into recordkeeping/controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization on expenditures.
- Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.

EDUCATION

SAINT MARY'S UNIVERSITY OF MN, WINONA, MN

Bachelor of Arts in Accounting, 1992

AFFILIATIONS

Member, AAPA (American Accounts Payable Association), 2008 to Present
Member, IAPP (International Accounts Payable Professionals), 2007 to Present

TECHNOLOGY SUMMARY

MS Office (Word, Excel, PowerPoint) • SAP • Oracle • Great Plains • QuickBooks • EDI Systems • Windows (all)

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JANET SMITH

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OBJECTIVE: To obtain a program coordinator position in a non-profit organization, utilizing extensive project coordination experience and solid planning abilities.

PROFESSIONAL SKILLS

Organizational

- Arranged and processed airline tickets, transportation, hotel accommodations, vacation packages and specialty events for domestic and international travel for up to 400 people.
- Planned and organized group travel for a variety of clients including the University of Wisconsin, large corporations, and sports teams; assembled individual travel document packages for clients.
- Reorganized department and expanded staff up to three full-time group coordinators.

Communication

- Negotiated group travel service contracts with tour operators, airlines, hotels, car rental and motor coach companies, up to \$200,000 per contract.
- Drafted, reviewed and approved group department contracts for clients.
- Initiated and executed the successful implementation of industry software applications.
- Presented and promoted specific group package details at company staff meetings.
- Composed personal travel articles and marketing pieces for travel page in Daily Camera.
- Created detailed tour escort itineraries and comprehensive travel guides.

Customer Service

- Recognized by management and clients for providing exceptional customer service.
- Maintained close relationships with direct customers and industry sales representatives.
- Consulted directly with customer on group destination selection, logistics and procedures.
- Provided problem solving and customer service resolution.

Budgeting and Reporting

- Calculated and determined total group travel budget for clients.
- Tracked commissions; processed airline ticket refunds and exchanges; prepared sales reports.
- Produced and formulated spreadsheets to calculate and track group payments.
- Projected and summarized annual group department revenue.
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WORK EXPERIENCE

Director of Group Travel, Travel International, Milwaukee, WI 1997-2009

Assistant Reservations Manager, Travel International, Milwaukee, WI 1991-1997

Travel Consultant, Travel Biz, Milwaukee, WI 1985-1991

EDUCATION

B.A., Communications, Saint Mary's University of Minnesota, Winona, MN

Travel Agent Certificate, Wisconsin Travel School, Appleton, WI

COMPUTER SKILLS

Microsoft Office Suite; Outlook; Amadeus, Apollo, Sabre and ProTour

ACHIEVEMENTS

MVP Award for Employee Achievement, Travel International, 2004

Honored Member; Travel Biz Premier Club (for achieving outstanding sales goals), 1988-1990

DOUG R. CHAMBERS

125 Arrow Road
Rockford, IL80301

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OBJECTIVE

A software engineering position in UNIX and C++ with an emphasis on customer satisfaction, requiring skills in software quality assurance, user interface design, and technical support

COMPETENCIES

- UNIX korn shell scripting language
- Omnis GUI development tool
- C++ Programming language
- Oracle Pro*C, SQL*plus and SQL *Loader

EXPERIENCE

FOUNDER AND OWNER

Nonprofit Support Services

2003 - Present
Rockford, IL

- Discerned market opportunities and attracted 150 new customers.
- Hired, trained and supervised 15 employees.
- Saved over \$10,000 by prototyping a GUI (graphical user interface).
- Created user-friendly software by inventing multiple versions of a GUI and testing customers' preferences, resulting in a commercially viable product.
- Determined customer requirements and developed applications software to handle mailing lists, taxes, data conversions, printer interfaces and document indexing.
- Wrote detailed business plans, contracts and proposals.

COMPUTER CONSULTANT

AGS Computers

1996 -2003
Rockford, IL

- Devised test cases likely to expose software defects.
- Detected 135 software defects before the product shipped, saving \$1,000,000.
- Automated suites of test cases and used them in regression testing.
- Implemented software quality assurance procedures at AT&T Bell Laboratories.

PROGRAMMER / ANALYST

Computer Sharing Services

1989 - 1996
Chicago, IL

- Provided technical support, excellent customer service, and resolved problems for timesharing customers.
- Tested and corrected existing software.
- Developed and demonstrated enhanced versions of software to customers.

EDUCATION

Masters of Science, Electrical Engineering, De Paul University, Chicago, IL
Bachelor of Arts, Computer Science, Saint Mary's University, Winona, MN

SCOTT A. WALKER

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Senior Sales & Marketing Executive successful at establishing the vision and strategies necessary to grow a \$2.1 billion food processing and manufacturing company. Expert at creating/capitalizing on networks, liaisons and business connections, while negotiating/managing joint ventures and strategic partnerships with multi-billion dollar companies. Excel at partnering with all core business operations to significantly increase the company's foot print, expand market share, and generate sustainable revenue and EBIT gains. A team builder with strong P&L and general management skills.

- Strategic Business, Market & Sales Planning
- ROI, Value Proposition & Profit Optimization
- Creative Branding & Vertical Marketing
- Emerging Consumer Trends & Product Prioritization
- Market Evaluation, Penetration & Expansion
- Revitalizing Stagnant & Declining Sales
- Competitive Analysis, Positioning & Pricing
- Product Introduction & Life Cycle Management
- Major Account Development & Portfolio Management
- Performance Enhancement & Succession Planning

PROFESSIONAL EXPERIENCE

FOOD-MASTERS CORPORATION, Kansas City, MO

2003 to Present

Executive Vice President, Sales & Marketing

Formulate all sales and marketing strategic planning initiatives for this \$2.1 billion food processing and manufacturing company encompassing 8 divisions. Establish strategic partnerships/joint ventures and work collaboratively with manufacturing, operations, R&D, finance, IT and all operating divisions to determine product life-cycle strategies, create effective marketing programs, establish new product introduction/launch strategies, and resolve post-launch problems. Manage a 324-person national sales team and 34 marketing professionals through 5 direct reports. Report to the CEO.

- Delivered immediate and impressive sales results; growing revenues from \$570 million to \$2.1 billion annually, with projected annual revenues expected to reach \$7.3 billion within 3 calendar years.
- Recruited a top-performing sales and marketing management team, expanded the sales organization from 68 to 324 account executives, established aggressive metrics, and introduced a new compensation program, resulting in a 400% increase in new major clients and a \$4.3 million increase in average annual productivity per account executive.
- Launched 23 new products over a 4-year period – with all but 2 achieving immediate and profitable national market success – that generated \$980 million in cumulative revenues and dropped \$123 million to the bottom line.
- Initiated a strategy that eliminated the use of wholesalers and brokers for nearly 45% of all products, allowing the account executives to sell directly to retail outlets and improving EBIT by \$128 million annually.
- Negotiated a \$135 million joint venture with Coca Cola to introduce a new energy drink into the North American market, with projected sales expected to reach \$425 million annually within 3 years and \$955 million in 5 years.
- Integrated the sales and marketing functions of a \$126 million acquisition, reducing combined operating costs by \$785,000 annually and producing first year market share gains that were nearly 2 times higher than projected.

WONDER FOOD PRODUCTS INC., Denver, CO

1999 to 2003

Vice President, North American Sales

Held accountability for all sales and marketing initiatives in North America for this specialty food manufacturing company generating \$655 million in annual revenues. Developed both long-range and short-range marketing plans, formulated sales strategies with a dual focus on increasing market share and margin, adjusted policy to guarantee competitive yet profitable pricing, and collaborated with operations to ensure a cohesive communications approach within the marketplace.

- Increased US and Canadian sales from \$282 million to \$655 million, while improving margins of new products by 21% (\$23 million) and the cumulative margins of established products from 26% to 38% (\$69 million).
- Established 16 new channel partners that generated 24% of total annual revenue (\$134 million) and seamlessly merged 2 acquisitions into a single sales organization, adding an additional \$92 million in annual revenues.
- Co-chaired an R&D effort that led to the introduction of 6 new products, garnering the industry's best customer satisfaction rating (92%) and increasing total market share by 51% (from 26% to 53%).
- Member of the Executive Operations Committee assembled to identify and develop cost-cutting initiatives. Personal contributions saved \$1.2 million in the first year and saved an additional \$4.3 million over the next 3 years.

TASTY TREATS, INC., Denver, CO

1993 to 1999

President/Chief Executive Officer

Held full P&L and general management responsibility for this \$18+ million start-up specialty snack food company operating throughout Colorado and Nebraska. Established the corporate vision, developed the organizational infrastructure, created a high-profile sales and marketing initiative, contracted with 2 manufacturing companies for production, and launched full operations. Directed all planning, budgeting, forecasting, HR, IT, finance and administration initiatives.

- Recruited a sales team, established performance metrics, introduced an industry-high commission structure, and grew revenues to \$860,000 in the first year, \$2.4 million in the second year, and \$18+ million within 5 years of start-up.
- Created a line of individual-portion sized snacks and negotiated a strategic partnership agreement with the region's largest supplier of vending machines, leading to sales of \$2.4 million annually with a 36% profit margin.
- Recognized in *Fortune Magazine* as one of the leading sales and marketing innovators within the food and beverage industry, and commended for developing such staff loyalty that only 3 employees resigned over a 5-year period.
- Found a buyer (Food-Masters Corporation), closed the \$31.5 million sale, and subsequently accepted the top sales and marketing leadership position in CY2003 with this \$2.1 billion (current sales) high-growth company.

ACCO FOOD CORPORATION, Minneapolis, MN

1991 to 1993

Director of Marketing & Sales

Retained by Acco Foods after their acquisition of Beverage Distributing Co. and promoted to a director-level position with accountability for the strategic direction of sales and marketing with a \$360 million annual budget. Formulated new marketing programs and sales strategies, launched new products, and managed a 29-person marketing and sales team.

- Revitalized and expanded a stagnant marketing and sales function, growing total sales by 28% and producing \$68 million in additional revenue within the first year.
- Led a new product to 100% of annual sales projections within 4 months of launch and personally closed 2 of the company's largest single sales contracts – \$960,000 and \$1.1 million – with Acme and A&P.
- Eliminated 16 poorly performing products from the portfolio, increasing the operating margin from 3.8% to 14.7%, dropping nearly \$28 million to the bottom line, and improving the stock price from \$5.26 to \$8.23 per share.

BEVERAGE DISTRIBUTING CO., INC., Minneapolis, MN

1989 to 1991

Sales & Marketing Manager

Organized and led a team of 4 Account Executives with accountability for identifying and pursuing high-potential prospective clients for this spirit, wine and beer distributor with a 3,000+ product portfolio. Managed the growth of all existing accounts, implemented sales and marketing programs, and maintained relations with manufacturers and importers.

- Negotiated an agreement with a high-volume nightclub to be the sole supplier of 7 popular spirit products, growing brand sales by nearly 28% within the Twin Cities area and generating \$326,000 in first year revenues.
- Launched 11 new brands – including After Shock, Dekuyer Pucker, Corbett Canyon Wine and Ketel One – all of which are highly active sellers in today's market and cumulatively generate \$7.4 million in annual revenues.

MINNESOTA COMMUNICATIONS CORPORATION, Minneapolis, MN

1982 to 1989

General Sales Manager (1986 to 1989)

Directed a 14-person sales team operating throughout the 3-state region (Minnesota, Wisconsin, and Illinois) selling state-of-the-art business telecommunications systems – until the company was acquired by a subsidiary of Verizon.

- Developed the best customer satisfaction rating within the entire region and grew the business from a \$6.4 million “product business” to a \$37.7 million “solutions business” with a 45% profit margin.

Partnered with the Service & Support Department to realign the warranty programs, improving the customer satisfaction rating from 63% to 97% and generating an estimated \$3.5 million in new business from customer referrals.

Early Positions from 1982 to 1986: Held a variety of sales and sales management roles, becoming the first *Regional Sales Manager* in the company's history to be paid in excess of \$500,000 in annual commissions, overrides and bonuses.

EDUCATION

Bachelor of Arts • Marketing & Finance (dual major) • Saint Mary's University of Minnesota, Winona MN

