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Customer Service • Inside Sales and Support • Inventory Control • Accounting/Bookkeeping  
Collections • Purchasing • Process & Efficiency Improvement • Financial Analysis  
Office and Facility Management

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### **PROFESSIONAL EXPERIENCE**

**OFFICE RX, New Haven, CT** 2009 - Current  
*Small Business Consulting Company*  
**Bookkeeping/ Office Management Contractor**

Assess, identify and resolve problems in administrative systems on a contract basis, which includes improvement of processes and procedures, efficiency improvements, accounting/bookkeeping, budget preparation, cost reduction, customer service and software training, and analysis.

**UNIVERSAL IMAGING, Stamford, CT** 2005- 2009  
*A Medical Imaging Start Up Company*  
**Bookkeeper / Office Manager**

Fully accountable for the successful start up of the administrative side of a Medical Imaging Company. Overseeing, customer service, purchasing, logistics, financial information systems, and inventory, Strengthened financial and inventory controls by developing and implementing comprehensive processes providing for adequate internal controls.

- Set up all processes and procedures for all administrative departments including HR, Customer Service, Purchasing Inventory and Front Office.
- Customized accounting system and devised new processes for shipping, receiving, purchasing and A/R and A/P ultimately increasing efficiency throughout the organization. Sourced, negotiated, verified vendors and purchased all furniture, medical equipment and disposables and office equipment and products, which produced a savings of approximately \$100,000

**REQUEST INC., Ballston Spa, New York • 2001-2005**  
*A start-up company growing from \$1M to \$9M and from 10 employees to 50.*

**Bookkeeper / Office Manager**

Managed full spectrum of administrative and accounting activities including customer service, inside sales, purchasing, inventory control, financial analysis, cost controls, budget development, internal audits, franchise tax, multi-state sales tax, workmen's comp, and insurance. Established operational procedures and processes.

- Slashed collection time from 120 to 40 days past due.
- Achieved \$40K annual savings through skillful purchasing.
- Decreased overhead 15% and improved production efficiency 10% by strengthening manufacturing and administrative processes.

## **GENERAL ELECTRIC, Schenectady, New York • 2000-2001**

### **Financial Analyst (Contract Position)**

Assessed critical material distribution system to identify and resolve problems in AP; leveraged COPICS and MS Office. Led finalization of generator costing and inputted all entries and adjustments as needed. Resolved accrual errors and verified changes.

- Eliminated 3 years of backlog within 3 months.
- Reduced costing time by adjusting advanced payments for national and international vendors.

## **CREIGHTON MANNING ENGINEERING, Albany, New York • 1997-2000**

*A start-up engineering firm.*

### **Bookkeeper / Office Manager**

Facilitated billing by establishing computerized bookkeeping and costing system. Managed AP/AR, G/L, collections, closings, bank reconciliations, payroll, benefits, and budgeting. Oversaw purchasing and job costing. All customer service and vendor inquiries.

- Played key role in facility development and management by coordinating construction, sourcing furniture, and planning traffic flow.
- Generated \$10K savings by negotiating telephone purchase and installation.
- Slashed NY State billing process 50% by managing all NY State and municipal billing.

## **ANGIODYNAMICS, Queensbury, NY**

*Start up company dedicated to the research and development of products used in intervention radiology*

### **Manager of Regulatory Affairs (1996-1997), Executive Assistant to GM (1992-1995), Materials Manager/Warehouse Manager (1991-1992), Office Manager /Bookkeeper (1989-1991)**

Progressive record of positions with increasing responsibility, culminating as Manager of Regulatory Affairs, leading the administrative, purchasing, warehouse, materials, inventory control, production scheduling and customer service departments. Developed organizational policies and procedures and negotiated contracts and fees with physicians and hospitals for new projects.

- Successfully employed Critical Path Method of planning for all research and development projects.
- Developed, submitted, and received FDA approval for two international programs generating over \$2M in sales.
- Substantially contained costs by \$50K annually by developing packing material re-usage strategy.
- Planned, researched, developed, and managed an international bar-coding and global label project under budget, on time, resulting in substantial monetary savings and increased international sales.
- Negotiated vendor contracts based on volume pricing, providing annual savings in excess of \$500K.
- Installed and maintained MRP system to insure JIT purchasing and delivery to synchronize with the production schedule.

SKILLS - Microsoft Office Suite • QuickBooks • Peachtree • ACT

EDUCATION – BS, Elementary Education • MBA (Dual) Accounting and Finance and Management

## **Community Based Activities**

Neighborhood Rx 501(c)3 Corporation. Fiduciary work only

018 to present

Started to meet the needs of community fund raisers and small non-profits to assist in maintaining compliance to meet grant and donor requirements.

Fully Insured. Have managed grants through the City of New Haven, Community Foundation, and CPEN (a local non-profit)

## **Current Volunteer Activities**

**Newhallville Management Team** - 9 years to present Treasurer/communications

**Huntington/Shepard Greenspace Manager** – 10 years to present

**Haven's Harvest Food Rescue** – 2018 to present. Redistributes food, which would have been discarded, to the food insecure in the neighborhood. Involves pick up at different locations and distribution.

**Civilian Review Board** - Appointed by the Mayor and approved by the Board of Alders in 2019 .

**Inspired Communities Inc** – Treasurer and Board Member

Support and work at other Newhallville activist's projects such as events in the Learning Corridor, the Perfect Blend, Newhallville Reunion and Health Fair