

### **EXECUTIVE SUMMARY**

Strategic, focused and highly effective professional with over 20 years of management and consulting experience in international, corporate and nonprofit environments. Extensive experience in health care, finance, wholesale, retail, importing, information technology, customer service, and human resources. Skills include:

- **Executive leadership and team building**
- **Financial management, strategy, and analysis**
- **Hands-on turnaround and transition management**
- **Project oversight and execution**
- **Process design and analysis**
- **Outstanding organizational skills**
- **Ability to “put legs under a vision”**
- **Excellent interpersonal communication, presentation and written skills**
- **Brings consultative leadership, clarity and insight to decision-making process**
- **Broad community and business network**

### **EXPERIENCE**

#### **SOLUTIONS**

**2000-2002, 2006-present**

*(Providing international, finance, and systems consulting)*

*Owner/Consultant*

- Create strategic, operational, and financial plans, and developmental proposals.
- Provide systems analysis and process flow.
- Troubleshoot failing companies and organizations.
- Set up financial, database, communication systems, models, and controls.
- Oversee event management and media relations.
- Client industries have included: philanthropy, health care policy, health care management, industrial wholesale, architecture, nonprofit institutions.

#### **CITYCLUB, Seattle, WA**

**2002-2005**

*(Nonprofit, nonpartisan civic education organization serving the Seattle region since 1981)*

*Deputy Director/Interim Executive Director*

- Implemented financial controls and carefully grew annual budget from \$300,000 to over \$425,000.
- Streamlined, documented, and improved office workflow process, reporting systems, and staffing.
- Oversaw all aspects of event management for over 35 public events per year, including successful gala fundraisers with internationally known keynote speakers.
- Developed corporate sponsorship program, resulting in significant increase in earned income and financial stability of organization.
- Built collaborative community, business relationships supporting CityClub’s mission of civic education.

#### **CUTTER & BUCK (EUROPE) BV, Huizen, Netherlands and Seattle, WA**

**1997-1999**

*(International sportswear designer, manufacturer and wholesaler)*

*Vice President of Finance and Administration, European Office*

- Turned around failing subsidiary, producing \$10 million in revenue, and annually reducing operational expenses as a percentage of net sales.
- Oversaw all aspects of finance, information technology, operations, human resources, customer service, custom embroidery, and sales.
- Restructured accounting functions to include internal and external controls, better reporting, annual audits, financial modeling, and credible budgets.
- Repaired international banking relations, negotiating successive credit lines culminating in \$4.5 million.

**CUTTER & BUCK (EUROPE) BV, Huizen, Netherlands and Seattle, WA (continued) 1997-1999**

- Built credit department, created policies and procedures for returns, collections, bad debt.
- Repaired relations with factor and negotiated \$2.5 million factor line.
- Grew staff from 6 to 35 employees, plus sales people in 16 countries.
- Maintained and upgraded internal information networks and external communications, to meet needs of growing company as well as to mirror parent company systems, and ensured Y2K compliance.
- Performed department by department analysis of information flow and procedures, resulting in upgraded manufacturer relations, customer service warehouse systems, and embroidery house operations.

**ROANOKE CAPITAL, LTD., Seattle, WA 1988-1997****(Venture capital fund: \$30 million under management. Roanoke Investors' Limited Partnership, Roanoke Securities)*****Operations Manager & Controller***

- Oversaw operations, finance, and information technology for Roanoke consortium, partners, and consultants.
- Reorganized accounting procedures to streamline and maintain accounting systems for timely and accurate reporting of financial, regulatory, and limited partner information and yearly audits.
- Established monitoring system for 11 portfolio companies; developed and analyzed ownership and monthly financial models; coordinated research.
- Developed and implemented standardized procedures for flow of information from potential investment opportunities through tracking systems, including over 1200 transactions on over 2000 companies.
- Oversaw day-to-day operation of voice and networked computer systems; executed ongoing software and hardware evaluation, maintenance, and upgrades.
- Hired and supervised administrative and accounting staff; maintained relationships with banks, attorneys, accountants, and consultants; spearheaded lease negotiations and directed facilities modifications.

***Import/Export Consultant, St. Paul, MN and Seattle, WA***

- Imported goods, developed markets.
- Researched items for clients for import from overseas.
- Found manufacturing services for new products.
- Provided technical support; wrote business plans.

***Operations Manager and Merchandising/Import Manager, IDC HOME FURNISHINGS, Minneapolis, MN (40,000 square foot Scandinavian furniture store)***

- Maintained, reconciled \$1.5 million furniture and accessories inventory while updating lines.
- Oversaw purchasing, importing, and expediting of foreign and domestic stock.
- Trained and supervised up to 30 sales, office personnel.

**EDUCATION****M.A. Theology:** Fuller Theological Seminary. Emphases: political ethics, structures of knowledge**B.A. Government/International Relations, minor in Criminal Justice:** Sacramento State University, CA**A.S. Criminology/Law Enforcement:** Southwestern Community College**COMMUNITY INVOLVEMENT****CityClub:** Board of Directors; chair, membership committee; active volunteer since 1994**World Affairs Council Fellow:** 2004-2005**Luther Seminary:** Board of Directors; seminary relations committee; St. Paul, MN, 1995-1997**NW WA Synod, Evangelical Lutheran Church in America:** member, executive committee; 1994-1997