

SHARON KLINE

6911 Ontario Street, Springfield, VA 22152

703-569-9346 • sharonk569@yahoo.com

<http://www.webprofile.info/skline>

CHIEF FINANCIAL OFFICER / CHIEF OPERATIONS OFFICER

STRATEGIC PLANNING • ORGANIZATIONAL DEVELOPMENT • FINANCE ADMINISTRATION • HUMAN RESOURCE MANAGEMENT

EXECUTIVE PROFILE

Forward-thinking executive with 20 years' experience in financial and operational management. Talent for supporting nonprofit clientele of growing service organization through economic, strategic and technological changes. Confident leader able to forge valuable relationships with Board of Directors, vendors, clientele, and internal staff. Expertise in financial management and funds controls for operating multimillion-dollar budgets.

CORE STRENGTHS

- | | | |
|------------------------------|---------------------------|-------------------------|
| ▪ Financial Strategies | ▪ Vendor Relations | ▪ Staff Development |
| ▪ Organizational Development | ▪ Budgeting & Forecasting | ▪ Policies & Procedures |
| ▪ Business Analysis | ▪ Contract Negotiations | ▪ IT Planning |
| ▪ Cash / Debt Management | ▪ Facilities Management | ▪ P&L Accountability |

CAREER PROGRESSION

S & D Consulting, Inc, Springfield, VA

2005 to present

PRESIDENT / SENIOR CONSULTANT

Work with companies to expand revenue growth and improve bottom-line results through effective financial planning and reporting, organizational development, and human resource management. Conduct in-depth financial analyses to optimize profitability and achieve long-term and short-term business strategies.

Assisted small brokerage firm to secure \$250,000 contract by optimizing operations.

Craver, Mathews, Smith & Company (CMS), Arlington, VA

1985 to 2005

CHIEF FINANCIAL OFFICER / CHIEF OPERATIONS OFFICER – 1997 to 2005

Twenty-year career progression through increasingly challenging positions in organizational development and financial management. Promoted to executive role as Chief Financial Officer with direct oversight of \$7 million annual budget and 40 employees. Played critical role in developing and implementing strategic initiatives with primary responsibility for financial resources, portfolio management, resource allocation and information technology.

Success & Results:

- Implemented bimonthly customer billings and shortened customer payment cycles. **Increased company cash flow 30%.**
- Conducted comprehensive business analysis and contract negotiation to explore opportunities for revenue diversification. **Successfully secured contract with new service provider, which generated \$500,000 in projected revenues annually.**
- Instituted company's first disaster recovery and contingency plan in the event of system failure. **Established and negotiated vendor contract to reduce technology expenses by \$25,000 annually while boosting network system productivity.**
- Increased company's profitability by 50% in two years during declining economic conditions by identifying potential new clients, reallocating resources, streamlining operations and reducing expenses. **Sustained profitable operations for seven consecutive years.**

– Continued –

CAREER PROGRESSION continued**CONTROLLER / ASSISTANT CONTROLLER – 1989 to 1997**

Brought onboard to support financial and facilities management systems for entire organization. Standardized operating procedures, streamlined financial reporting, and established stringent internal controls, including audit and compliance measures. Oversaw preparation of state registration statements and annual reports for 30 states. Administered payroll for up to 100 employees.

Success & Results:

- Orchestrated and negotiated sale transactions for company real estate property and subsidiary operations. **Company realized \$1 million and \$75,000 in profits and revenues respectively.**
- Established new expense review process to monitor and evaluate escalating overhead expenses on quarterly basis. **Decreased overhead expenses 15% and renegotiated telecommunications contract reducing monthly/annual costs by 50%.**
- Organized efforts to select new accounting system with features that would maintain data integrity, minimize down time, and improve cost effectiveness. **Enhanced monitoring and resource allocation capabilities grew revenues 25% for underperforming business segment.**

Cashiering & Management Services (subsidiary of CMS), Falls Church, VA

1988 to 1989

DIRECTOR OF ADMINISTRATION

Assisted President and executive staff in company's daily operations; ensured timely distribution and administration of products and services; and mentored staff and managers to achieve business goals and objectives.

Craver, Mathews, Smith & Company (CMS), Falls Church, VA

1985 to 1988

BOOKKEEPER

Responsible for bookkeeping for Craver, Mathews, Smith & Company in addition to one subsidiary: accounts receivable and payable, general ledger postings, bank reconciliations, and processing registrations in 20 states.

EDUCATION

George Mason University, Fairfax, VA

BACHELOR'S IN ORGANIZATIONAL MANAGEMENT

Northern Virginia Community College, Annandale, VA

ASSOCIATE'S IN ACCOUNTING

PROFESSIONAL AFFILIATIONS

Association of Direct Response Fundraising Consultants

Direct Marketing Association

Society of Human Resource Management

Habitat for Humanity