

Melissa B. Ryan, CPA, MBA
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KEY STRENGTHS

- 20 years experience in all areas of accounting and finance management.
- Manage projects in excess of \$5M.
- Create and manage \$50k to \$1.3M cost savings programs.
- Project management experience in telephony, web and Citrix systems.
- Web design experience.
- System design experience with POS and sales audit systems.
- PeopleSoft and Lawson Financial software design experience.

PROFESSIONAL EXPERIENCE

PhotoLab, Inc., Rockville, MD

November 1996 to Present

Manager, Assistant Controller

June 1999 to Present

Project manage billing unbundling, payroll and accounts payable projects. Manage accounts receivable, accounts payable and accounting departments. Manage communication between Kodak and Qualex sales and operations stakeholders.

- Direct 31 member accounting department.
- Add \$3-4M yearly revenue streams.
- Project manage \$800K, 4000 employee payroll project to save \$1.3M first year.
- Project manage EDI/XML accounts receivable project to save \$550k first year.
- Design facilities database to save \$500K first year.
- Design intranet web site to save accounting department \$50K in 18 months.
- Manage cross-functional teams to complete \$5M+ billing unbundling project.
- Design and implement PeopleSoft program to convert GL account format.
- Create training and orientation classes for new corporate employees.
- Drive executive committee to ensure project objectives satisfy business needs.

Manager, Financial Planning and Analysis June 1997 to May 1999

Provided budgeting, financial modeling, financial analysis and systems reporting for business segment. Consulted with business unit director to ensure smooth running of daily operations.

- Managed 7 member financial and technical team.
- Managed monthly P&L statements with district managers and directors.
- Renegotiated major customer contract to save \$472k annually.
- Reduced budget cycle time by 91 days.
- Analyzed strategic market position, market indicators, price points, discounts and promotional activities to escalate sales.
- Reviewed host chain contracts for possible business partners.

Business Systems Design Manger November 1996 to June 1999

Evaluated systems, completed needs analyses and implemented systems for 350 stores. Managed partnerships with hardware suppliers, POS (point of sale) software, help desk, training and hardware maintenance support vendors.

- Managed \$3 million dollar POS implementation project.
- Created and implemented customer service, accounting, POS, inventory, cash, purchasing, promotions and fixed assets retail operations processes.
- Renegotiated hardware supplier contract on POS equipment to save \$485k.
- Revised hardware and software POS unit upgrade processes to save \$18k.
- Consolidated inventory ordering to save \$50k labor and shipping costs yearly.
- Designed sales audit system integrated with Lawson Financial software.
- Created reporting requirements to manage all POS data.

Body Scents, Inc., Durham, NC December 1994 to November 1996

Corporate Controller December 1994 to November 1996

Directed and managed all aspects of accounting, store audits, cash management, budgeting, external audits, banking relationships, investing, insurance, business acquisitions and consolidated financial and management reporting. Supported external CPA firm to plan corporate tax strategy and complete state and federal taxes.

- Lead 16 member finance and accounting group.
- Reduced monthly closing schedule from 13 to 7 days in 8 months.
- Saved company \$250k in penalties and interest on sales tax audits in NY and CA.
- Automated manual processes and reduced personnel to save \$60k annually.
- Saved \$25k yearly by automating fixed assets system.
- Collected \$50k on bad checks from customers in first 6 months.
- Created investment program to increase interest income by \$30k first year.
- Reduced banking fees and charges by \$28k first year.
- Conducted successful fraud audit recovering \$15k credit card charges.

Professional Energy, Raleigh, NC May 1987 to December 1994

Assistant Finance Director May 1987 to December 1994

Supervised 44 member professional staff. Responsible for all facets of accounting, budgeting, payroll, billing, cashiers, and purchasing. Managed \$15M in investments. Interfaced between company and banks, state reporting entities and state and local auditors.

EDUCATION

Certified Public Accountant - NCSB - Certificate Number 12345

MBA, University of North Carolina at Chapel Hill, 1995

BS Accounting, Meredith College, 1987