

SHERI BROWN

ENGLEWOOD, CO
505.710.0348 ▪ SLBROWN1305@GMAIL.COM

CHIEF FINANCIAL OFFICER | CONTROLLER

Accomplished, focused, and dynamic professional with proven leadership expertise in finance, operations, business, and personnel management. Recognized for remarkable work ethic, business acumen, and organizational skills to efficiently manage tasks and priorities within challenging work environments. Adept at managing group dynamics as well as leading and motivating high-caliber teams of professionals. Armed with analytical problem-solving proficiency to formulate strategic solutions, resolve complex situations, and support organizational goals. Equipped with articulate communication and interpersonal aptitudes to establish positive work relationships with diverse individuals and professionals of all levels of business and management.

PROFESSIONAL EXPERIENCE

Climatec, Inc. ▪ Albuquerque, NM, USA

Business Manager

2014

- Participated in change management operations and computer software, equipment, and IT information transitions
- Completed essential vendor data to change accounts during transition to new company
- Interfaced with customers to communicate change in company structure and information
- Conducted self-guided training on new sales software; facilitated training for the Sales Team in utilizing those applications
- Oversaw accounting data migrations, invoicing procedure changes, and office locations

WM Carroll, LLC. ▪ Albuquerque, NM, USA (2001–2013)

Principa/Chief Financial Officer

2006–2013

- Partook in developing corporate future direction and tactical initiatives
- Formulated and implemented robust control systems, strategic financial and tax solutions, and key performance indicators (KPIs) to support corporate strategic direction
- Ascertained operational compliance with all legal and regulatory guidelines
- Produced financial reports and data while executing operational best practices to improve efficiency
- Presided over interactions with third-party units as outsourced by the company
- Rendered oversight to Accounting, Human Resources, Banking Relations, Legal, Tax, and Treasury departments encompassing the following:
 - *Management of personnel benefit plans with focus on optimizing cost-efficient benefit packages*
 - *Administration of capital requests, budgeting processes, and financial operations of subsidiaries*
 - *Oversight of all open legal concerns related to the company and the industry*
- Played a major role in decision-making initiatives as part of the Executive Management Team

Controller

2001–2005

- Established KPIs to evaluate company operations performance
- Meticulously checked the collection of accounts receivable and settlement of accounts payable
- Implemented a recorded system of accounting policies and guidelines, as well as control systems to manage accounting transactions
- Directed Accounting Department operations, including organizational structure development to support departmental goals and objectives
- Managed corporate payroll, annual budgets and forecasts, and outsourcing functions

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EARLIER CAREER

Royce Industries ▪ Las Vegas, NV, USA

Office Manager | Bookkeeper

MPS Logistics, Inc. ▪ Destin, FL, USA

Administrative Assistant

AFSOC Headquarters ▪ Hurlburt Field, FL, USA

Assistant Resource Advisor

16th CPTS/FMF Finance ▪ Hurlburt Field, FL, USA

Administrative Assistant

AAFES ▪ RAF Bentwaters, United Kingdom

Administrative Assistant

EDUCATION AND CREDENTIALS

Bachelor of Science in Business Operations

DEVRY INSTITUTE OF TECHNOLOGY ▪ PHOENIX, AZ

Notary: State of New Mexico

TRAINING

New Mexico Gross Receipts and Use Tax | New Mexico Construction Lien Laws | Human Resources | Budgeting

TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) ~ Microsoft Access ~ Microsoft Dynamics
Salse Office ~ Infor FACTS ~ ACT! ~ Cougar Mountain ~ Microsoft Windows

PROFESSIONAL AFFILIATIONS

American Institute of Professional Bookkeepers
Albuquerque Chamber of Commerce
Albuquerque Economic Development