

Denise D. Vavrek

6474 South Little River Way, Aurora, Colorado
Neesiev@icloud.com (720) 985-4286

Career Objective:

A challenging position where I may use my finance and management experience working for a progressive and growing organization.

Work Experience:

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|------------------|--|------------------|
| Dec 08 - Present | <i>Denver Health and Hospital Authority</i> | Denver, Colorado |
| | Director Budget/Financial Planning | 2014 - Present |
| | Manage Budget/Financial Planning Department | |
| | <ul style="list-style-type: none">• Provide monthly variance commentary for CFO/Board• Provide on-going review of financial trends and metrics• Manage financial review of all service changes/expansions• Prepare annual budget, forecasts, and capital plan• Work with operations to understand/reduce expenses• Implementing new forecasting system (currently implementing) | |
| | General Accounting Manager | 2008 - 2014 |
| | Manage General Accounting Department | |
| | <ul style="list-style-type: none">• Oversee preparation of monthly financial statements and metric analysis• Provide on-going review of financial trends and metrics• Prepare monthly board financial package• Preparation of annual audit schedules | |
| May 98 – Nov. 08 | <i>American Express Corporation</i> | Phoenix, Arizona |
| | Financial Manager CP&DS | 2005 - 2008 |
| | Manage financial team – Corporate Planning & Decision Support | |
| | <ul style="list-style-type: none">• Manage preparation of monthly financial information for SDN division• Prepare/manage financial metric analysis• Prepare budgets, forecasts and investment analysis• Provide on-going review of financial trends and metrics• Oversee/manage financial reporting system (Essbase) for SDN division | |
| | Performance Analysis Manager | 1998 - 2005 |
| | Manage financial team for north america telephone service centers | |
| | <ul style="list-style-type: none">• Oversee preparation of monthly financial statements and metric analysis• Prepare budgets, forecasts and investment analysis• Provide on-going review of financial trends and metrics• Work with operations to reduce expenses/process using the Six Sigma process | |
| Feb. 93 – May 98 | <i>Modus Media/Stream (Division of RR Donnelley & Sons)</i>
<i>(formerly Novell/WordPerfect Manufacturing)</i> | Lindon, Utah |
| | Financial Manager | |
| | Manage Financial Department for Call Center Division | |
| | <ul style="list-style-type: none">• Manage accounts receivable for customers (Third party A/R)• Responsible for preparation of monthly financial statements | |

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- Implemented accounting procedures for Call Center Division

Cost Accounting/Inventory Manager

- Responsible for preparation of monthly financial statements for manufacturing division
- Managed costing and inventory departments
- Managed and prepared all cost accounting and inventory reporting
- Managed transition of inventory/customers due to plant closure
- Implemented new cost accounting model for manufacturing division

Assistant Controller/Cost Accounting Manager

- Responsible for preparation of monthly financial statements for manufacturing division
- Implemented and prepared budgets
- Managed costing and accounts payable departments
- Managed and prepared all cost accounting and inventory reporting
- Implemented new cost accounting model for manufacturing division
- Implemented accounting system for fulfillment center activities
- Worked with Expandable computer software

Aug. 88 - Feb. 93

Icon International Inc(subsidy of Sanyo Electric Company)

Orem, Utah

Accounting Manager/Cost Accountant

- Responsible for preparation of monthly financial statements
- Implemented and prepared budgets and cash flows
- Prepared complex financial information for parent company
- Managed payroll and accounts payable departments
- Managed and prepared all cost accounting and inventory reporting
- Assisted in implementation of new computer and MRP inventory system
- Worked extensively with various computer systems including PICK/UNIX mainframe systems, Novell file server, and various types of PC's

Education

Master of Business Administration

August 1992

University of Phoenix Salt Lake City, Utah

Bachelor of Sciene: Accounting

May 1988

San Jose State University San Jose, California

Computer Skills

Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft PowerPoint, Microsoft Project, Hyperion Essbase, Various cloud and server based accounting software packages

Honors/Awards

- *American Express* – COE Q1 Customer Champion Award 2007
- *American Express* – Product Profitability Project Award 2006
- *RR Donnelley & Sons Inc.*—Vice Presidents Award 1996
- *Icon International Inc.*—Outstanding Employee Award 1992

References Available Upon Request