

Patti L. LaFond  
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Experienced Accountant with a proven record for turning around underperforming businesses, creating new business plans for cost savings. 35 years experience. Strength in leadership and reorganizing businesses to work more efficiently and effectively. Natural ability to work with new computer programs and programmers to provide the proper and best service available. Software used: Great Plains, Fishbowl, Quickbooks Enterprise, MS Word, Excel, Thompson Reuters Creative Solutions, Axon.

**Mar 2010 to Present**

**Adams Polishes, Inc.**

**Louisville, CO**

**Manufacturing/Distribution of Retail/Wholesale Car Care Products**

**Controller**

- Inventory/COGS management and reporting
- Purchasing - Maintaining \$700K inventory
- Manage Accounts Payable
- Manage Accounts Receivable
- General Ledger
- Prepare monthly financial statements
- Manage HR/benefits through Intandem Services
- Shipping and Receiving analysis
- Quickbooks Enterprise Solutions
- Banking relationship and lines of credit including banking compliance reports
- Convention, trade show, and promotional experience
- Cost savings over \$100K in 2 years via proper purchasing/employee practices

**June 2013 to Dec 2016**

**Aktiv-Dry, LLC  
Research & Development of Dry Vaccines**

**Boulder, CO**

**Controller**

- Federal Grant budgeting and preparation (NIH, CDC)
- Accounts Payable
- Accounts Receivable
- General Ledger
- Prepare monthly financial statements
- Prepare payroll and all payroll reports
- Quickbooks Enterprise
- Banking relationship and lines of credit
- Maintain Insurance applications and relationships

**Nov 2013 to present**

**Vista Ridge Academy  
Private Non-Profit PK - 10th grade school**

**Erie, CO**

**Controller**

- Manage Student accounts
- Accounts Payable
- Accounts Receivable
- General Ledger
- Prepare monthly financial statements
- Quickbooks
- Banking relationship and lines of credit

**Oct 2011 to present**

**Sportwaves Unlimited Inc.  
dba Baseline Contract Sewing**

**Lafayette, CO**

**Controller**

- Accounts Payable
- Accounts Receivable
- General Ledger
- Inventory
- Prepare monthly financial statements
- Prepare payroll and all payroll reports
- Shipping and Receiving
- Quickbooks Enterprise efficient
- Banking relationship and lines of credit

**1989 – June 2010**

**Ravine Enterprises, Inc.  
Uno Chicago Bar & Grill Restaurant Franchises  
(Owned by President of Cancer Health Treatment Centers)**

**Merrillville, IN**

**Controller/Administrator**

- Serve on Board of Directors
- Management Director
- Prepare annual budgets
- Prepare monthly financial statements
- Prepare payroll and direct deposits
- Prepare all federal and state payroll , sales tax, personal property reports
- Representative for all federal, state, and insurance audits
- Banking relationships
- Real Estate, leases and project management

**2003 - 2010**

**LaFond Express, Inc.**

**Detroit, MI**

**Controller and Owner**

- Prepare annual budgets
- Prepare monthly financial statements
- Oversee all transactions entered (accounting software: Axon)
- Prepare payroll and direct deposits
- Prepare all federal and state payroll reports
- Prepared all information and assisted in IRS audit, Audit findings: 100% accuracy

**2003-2008**

**Cancer Health Treatment Centers  
Controller/ Assistant Administrator/Director of Accounting Department**

**Merrillville, IN**

- Served on Board of Directors
- Prepared monthly financial statements
- Prepared budgets for all departments
- Completely re-worked annual budget for proven cost savings
- Accounting software: Quickbooks Enterprise/Creative Solutions/Excel/MSWord

- Worked directly with the Purchasing department on purchases of drugs, lab supplies, office operation including negotiation of contracts.
- Worked with each of the following department directors on expenditures: Doctors, Nursing, Nurse Practitioners, Medical Assistants, Secretarial, Human Resources, Accounts Receivable, Accounts Payable, Purchasing, Lab, Medical Records
- Assisted in all aspects of purchasing for 5 clinics, including drugs, lab supplies, office operations, and negotiated cost saving contracts.
- Managed all payroll operations.
- Prepared all federal and state payroll reports
- Reported directly to Clinic Administrator
- Reported to and provided additional administrative services to the President and Founder of Cancer Health Treatment Centers.
- Prepared all information for IRS audit. Audit findings, 99.9% accuracy.

**1986 – 2008**

**Mila Travel Services, Inc.**

**Merrillville, IN**

**(Owned by President of Cancer Health Treatment Centers)**

**Controller/Manager**

- Prepared annual budgets
- Prepared monthly financial statements
- Prepared payroll and direct deposits
- Prepared all federal and state payroll reports
- Managed 12 employees

**1982 - 1985**

**James L. Watt, Inc. CPA**  
(Part Owner, Ravine Enterprises)

**Schererville, IN**

**Staff Accountant**

- Prepared monthly financial statements for numerous clients
- Prepared payroll
- Prepared all federal and state payroll reports
- Prepared individual and corporate federal and state tax returns

**1978-1981**

**Standard (Amoco/BP) Oil**

**Chicago, IL**

- Data Analysis
- Reconciliation of intercompany accounts
- Reconciliation of corporate expense accounts

**1989-1999**

**Treasurer of Trinity Lutheran Church**

**Crown Point, IN**

**Education**

**Valparaiso University**

**Valparaiso, IN**

**Bachelor Degree - Accounting**

**References**

**Barb Boese**  
**Cancer Health Treatment Ctr**  
**219-310-2550**

**Lynn Matthews**  
**Adams Polishes, Inc**  
**832-314-7161**

**Kevin Michalenko**  
**Vista Ridge Academy**  
**817-707-7320**