

SUSANNE F. LADD

PROFESSIONAL EXPERIENCE

May 2008 – present

CACI, Inc.

Business Analyst 3

Management Assistant to ERP (Enterprise Resource Planning) Program Manager. Develop and create high level presentation briefs regarding status of Navy ERP Release 1.0 October, 2008 go live and Release 1.1 implementation scheduled to go live March 2010. Coordinate and update weekly Drumbeat information for Release 1.0 and Release 1.1 Manager. Creates informational briefings by working with ERP team leads to identify known risks and known mitigation plans. Attend all weekly preparation meetings for Drumbeat and assist in execution of action items recognized during meetings. Prepares reports for time based reporting events. Specific examples include Budget reviews, resource planning and Command events such as the Commander's Conference and Executive Process Action Boards (EPAB's). Coordinate and implement weekly Executive Impact Briefs to Commander NAVSUP, Vice Commander and Department Heads. Compiled, indexed and printed archives in preparation of OPTEVFOR. Developed and implemented weekly update meetings with program manager to discuss and develop upcoming presentations to NAVSUP leadership. Assisted in daily updates to the NAVSUP web site in continuing effort to provide current and up to date information during critical phases of the Single Supply Solution Go-Live. Ad hoc projects as assigned.

1996 – 2008

Excel Interior Concepts & Construction

Controller/Director of Operations 2003 to May, 2008

Chief Financial Officer and accountable for daily operations for a multi million dollar corporation. Direct report to the President of the company. Oversaw accounting operations including supervising Accounts Payable, Accounts Receivable and Payroll functions by the Office Manager to ensure validity of financial input and audited sales and job costings. Although not directly governed by Sarbanes-Oxley Act of 2002, we follow applicable guidelines in managing Excel Interior Concepts and Construction. Consistent with Section 302, establish and implement month end auditing procedures and internal financial controls. Prepared detail comparative analysis, statistical breakdown and present findings with recommended strategies for monthly discussions with the Key Team, of which I am a member, chaired by the President. The Key Team is a select group of management that meets monthly to discuss the company's performance and review/certify the company's monthly financial statements.

Compiled fiscal year certified financial information and address issues/concerns for annual audit and tax return preparation by non-affiliated accounting firm. Additionally compile yearly payroll and sales figures, balance to quarterly federal, state and local tax reports, to independent insurance audit company. Prepared fiscal year budget and analyze current pricing practices to determine gross profit percentage necessary to achieve the company's net income goal. Established and maintained an accurate job cost tracking reporting system to ensure a healthy and profitable yearly growth for the company utilizing performance indicators for continued financial improvement.

Established and prepared weekly cash management report to analyze and forecast cash projections to determine if cash assets are sufficient to cover monthly expenditures and transfer funds from alternative cash accounts, if necessary, to remain solvent. Month end reconciliation of bank statements and overhead accounts to maintain cash stability and provide a basis for the company's budget planning and execution.

Utilized job cost information to establish and justify monthly and quarterly incentive awards. Develop cross-functional solutions to achieve company business/future sales goals. In my change management role, developed and implemented office policies and procedures to improve efficiency of workflow and continued growth in a competitive industry. Negotiated, on an annual basis, workman's compensation and liability insurance policies and rates. Prepare and implement the annual Marketing campaign. Bi-annually accompany the President and participate in Remodelers Advantage Roundtable Meetings to establish a better company culture and achieve maximum growth.

Coordinated and prepared entry packets for design awards resulting in over 20 National and Local awards for Excel Interior Concepts and Construction.

Office Manager ***1999 – 2003***

Responsible for all accounting functions for million dollar plus company including Accounts Payable, Accounts Receivable and Payroll reporting directly to Company President. Duties included timely payment of vendor and trade contractor invoices, bi-weekly payroll in accordance with Federal, State and Local guidelines, and accurate contract and cash customer receipts. Prepared and filed Federal, State and Local quarterly corporate tax returns. Act as liaison between Excel and insurance company on workman's compensation and liability claims and act as the Company contact for annual audits. Established new computer network system for office including application software, network services, data management, systems administration and customer support. Research information technology alternatives to ensure up to date computer technology support systems.

Part-Time Bookkeeper ***1996 – 1999***

Responsible for all accounting functions of million-dollar company

including Accounts Payable, Accounts Receivable and Payroll. Set up detailed job cost tracking system within accounting software. Direct report to the President.

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**1993 – 1996 Archideck of Prince William County – Office
Manager/Bookkeeper**

**1989 – 1993 Merritt Meridian Construction Company – Office
Manager/Bookkeeper**

EDUCATION

1972 - 1976 Virginia Intermont College Bristol, Virginia
1976 B.A. Recreation Management and Health
1975 A.A. Physical Education and Health

ACCREDITATIONS

May 2004 - Certified Graduate Remodeler (CGR) – National
Association of Home Builders

June 2007 – Graduate Master Builder (GMB) - National Association of
Home Builders

AWARDS RECEIVED

January 2007 – Builder/Architect Magazine - Women in Construction

April 2005 – Best Director of Operations – Metropolitan Harrisburg
Builders Association Pyramid Professional Awards

CONTINUING EDUCATION

Construction Contracts & Law - National Assoc. of Home Builders -
2002 - 6 Continuing Education Credits

Intro to Business Management - National Assoc. of Home Builders 2002
- 6 Continuing Education Credits

Business Accounting - 2003 - National Assoc. of Home Builders 2003 -
6 Continuing Education Credits

Financial Management - National Assoc. of Home Builders 2006 - 6
Continuing Education Credits

Diversification: New Profits - National Assoc. of Home Builders 2007 -
6 Continuing Education Credits

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Remodelers Advantage 2006 Business Summit - Financial and
Management Summit - National Assoc. of Home Builders 2006 - 24
hours

Remodelers Advantage 2007 Roundtable - Financial and Management
Summit - National Assoc. of Home Builders 2007 - 30 hours

The Controllers Workshop - SkillPath Seminars - 2005 - 1.2 Continuing
Education Credits

Remodelers Advantage Leadership Conference 2004 - National Assoc.
Home Builders - 3 Continuing Education Credits

Beginning Accounting I - Virginia Intermont College, 1975

Beginning Account II – Central Pennsylvania College – 2008

Intermediate Accounting I – Central Pennsylvania College – 2008

Managerial Accounting – Central Pennsylvania College – 2008

Intermediate Accounting II – Central Pennsylvania College –2008

Business Law I – Central Pennsylvania College - 2009

References Available Upon Request