

---

---

# KELLIE J. MARTIN

---

---

## **Results Oriented Leader with experience in managing and streamlining accounting departments.**

Leadership experience in fostering team work while enhancing the quality and timeline of accounting function deliverables.

## **Key Leader in transitioning accounting function from insourcing to SBP outsourced environment.**

**Accomplished Transition Leader**... skilled in motivating work force to enhance accounting function results.

- ▶ Improved bill paying process (going from a company insourced solution to SBP outsourcing) including internal control structure to eliminate accounts payable process errors and duplicate payment situation.
- ▶ Took over accounting function for multi-location restaurant operator and within weeks uncovered a sales tax return overpayment situation of \$200K. Resulting in a refund of his amount.
- ▶ Enhanced job costing accuracy eliminating unprofitable jobs improving profitability >5%.

**“Hands On” Chief Financial Officer**.... Proficient in analyzing financial performance and integrating accounting into operations and technology.

- ▶ Developed cost cutting and profit enhancement strategies to help reduce operating loss by \$275K.
- ▶ Managed implementation of a new job change order system improving profitability by \$1 million.

- BBA, Accounting & Finance, University of Texas, 1990
- MBA, University of Dallas, 2001
- CPA, State of Texas

---

## **CAREER EXPERIENCE**

---

### **SCHREINER BUSINESS PARTNERS (“SBP”), 2011 – PRESENT**

*Provider of C-level Finance and Operations Management to various middle market businesses with a concentration in construction, manufacturing, restaurant and retail industries.*

#### **Senior Manager of Restaurant Production and Quality Control**

- Oversees production and client relationships for SBP restaurant and other industry clients.
- Streamlined accounting processes improving average client deliverable timeline by 28%.
- Successfully transitioned multi-location restaurant operator from insourced accounting function to SBP improving the quality of deliverable with a timeline improvement of 100% plus.

#### **PHOENIX PIPELINES, 2003-2011**

*\$30+million Underground Utilities Contractor specializing in large commercial, federal, and municipal projects.*

#### **Controller**

- Successfully implemented process improvement initiatives to increase efficiency and accuracy in accounting, including enhanced use of technology and elimination of dual efforts.
- Prepared monthly reporting package comparing to budget and prior periods, and provide explanations of significant balance sheet and income statement fluctuations/trends.
- Supervision of all employees in the areas of Accounting, Purchasing, Contract Administration, Accounts Receivable, Accounts Payable, Human Resources, Payroll and Administrative staff.
- Consistently delivered Unqualified Review Opinions from outside CPA firm.
- Evaluated and bound all insurance coverages, including employee health, life, dental, general liability, Inland Marine, Automobile, Umbrella, and Workers Compensation. Also implemented 401k and employee incentive programs.

#### **NEXCYCLE, INC., 1996-2003**

*\$100+ million company specializing in the development and operation of waste recovery systems and the reprocessing and marketing of secondary materials.*

#### **Controller / Corporate Officer**

- Managed consolidation of 17 domestic and international subsidiaries in order to provide monthly financial reporting package to Officers and Board of Directors.
- Led company’s annual budgeting process as well as quarterly forecasting of operational income and cash flows.
- Analyzed potential acquisition candidates including preparation of proforma financial statements, review of acquisition purchase agreements, and on-site visits to conduct due diligence.
- Negotiated both asset and cash flow based loans, tracked bank covenants, and prepared bank required reports.
- Designed uniform chart of accounts and implemented standard accounting software package at all 7 locations.
- Shortened month end closing schedule from 20 working days to 9 working days