

MELISSA D. HUDSON

7120 North Presidio Drive, Apt. H
Milwaukee, Wisconsin 53223

(414) 698-5930
mdhudson40@gmail.com

QUALIFICATIONS SUMMARY

Corporate Controller with over ten years of experience in project and corporate accounting with exceptional analytical and problem solving abilities. Strong leadership and team building skills needed for collaboration both internally and externally to sustain the growth of an organization.

PROFESSIONAL ACCOMPLISHMENTS

DAAR ENGINEERING, INC., Milwaukee, Wisconsin

Corporate Controller

February 2011 - Present

Responsible for all financial aspects of a \$23 million in revenue civil engineering firm.

- Manage accounts payable, accounts receivable, billing and banking activities.
- Mitigate potential risks to the company on a daily basis.
- Review financial aspects of proposals and contracts.
- Supervise an accounting staff of five employees.
- Prepare and maintain monthly financial statements.
- Create divisional and company-wide budgets and monitor variances.
- Analyze company financials and report findings to CEO and President.
- Manage annual audits, which include financial, WisDOT, 401k and workmen's compensation audits.
- Work closely with outside accountants in preparation of the company's annual federal and state taxes.
- Administrator 401k plan.
- Review annually and maintain business insurances.
- Manage payroll and assist Human Resources with benefit administration.

EPPSTEIN UHEN ARCHITECTS, INC., Milwaukee, Wisconsin

Corporate Controller/Associate

November 2005 - February 2011

Controlled all financial reporting and record keeping functions and protected the company's assets.

- Implemented policies and procedures that contributed to the growth of the firm's revenue by 18% over the past five years.
- Reduced write-offs on projects by 20% over the past five years through conducting educational workshops for project managers and accounting staff on the business side of architecture.
- Reviewed financial aspects of proposals and contracts.
- Analyzed project and corporate financials on a monthly basis and reported findings to Operations team.
- Created annual departmental and firm-wide budgets and monitored variances.
- Mitigated potential risks on projects by conducting quarterly project financial reviews.
- Streamlined the month-end process by reducing the closing period from ten to seven business days.
- Managed accounts payable and accounts receivable activities.
- Managed annual audits, which include financial, 401k and workmen's compensation audits.
- Worked closely with outside accountants in preparation of the company's annual federal and state taxes.
- Contributed to annual firm-wide strategic planning activities.
- Administered payroll and assisted Human Resources with benefit administration.

General Accountant

May 2001 - November 2005

Managed the daily accounting (internal and external reporting activities) of the firm under the direction of the Director of Finance and responsible for portions of the overall accounting systems, which included accounts payable, accounts receivable, payroll, project accounting, general ledger, monthly closing, internal preparation of financial statements, and tax compliance.

- Implemented new accounting/project management software and trained accounting staff.
- Answered questions regarding accounting software, billings, and project accounting.
- Assisted with annual budget.
- Prepared and maintained general ledger and financial statements.
- Prepared and administered bi-weekly payroll.
- Prepared and submitted all tax compliance requirements.
- Prepared daily bank deposits and maintained records.
- Oversaw accounts payables and receivables activities.

Studio Financial Coordinator

December 1999 – May 2001

Handled all financial project-related work (contracts, billings, and collections) for over 200 projects annually, which required a strong knowledge of all work being done in the Studio (typically 30-35 people), personnel assignments and status of the projects.

Studio Coordinator

March 1996 – December 1999

Handled all administrative support duties within the Studio (typically 30-35 people), which required a good knowledge of all work being done in the Studio, personnel assignments, and status of the projects.

EDUCATION

ALVERNO COLLEGE

- Masters in Business Administration – Completed December 2011
- Bachelor of Arts, Management Accounting – Completed May 2002

MILWAUKEE SCHOOL OF ENGINEERING

- Biomedical Engineering Program – Attended August 1990 to May 1992

SOFTWARE KNOWLEDGE

- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Deltek Vision (Architectural Software used for Accounting, Marketing and Project Management)
- Ceridian and Paylocity (HR/Payroll Software)

ACCOMPLISHMENTS/COMMUNITY INVOLVEMENT

- Awarded the 40 Under 40 Milwaukee's Business Journal Award in 2007
- Board Member of Alverno College's Alumnae Association
- Assessor at Alverno College
- Board Treasurer and Finance Committee Chairperson for Repairers of the Breach
- Governance Committee Member at Milwaukee Public School's Community High School
- Past Governance Committee Member at Milwaukee Public School's Townsend Street School
- 2012 Volunteer Coordination Co-Chair for YMCA National Gymnastics Meet