

## **MICHAEL X. NEILS, CPA, MBA**

5 Crest • News Hill, California 92000 • 945.555.5555 • xxxxxx@xxx.com

### **DYNAMIC FINANCE PROFESSIONAL**

Offering a wealth of international finance experience in dominant, multinational, multicompany corporations, particularly in the high tech field. Accomplishments in strengthening checks and balances, budgeting, reducing audit findings, enhancing reporting and forecasting capabilities, and eliminating work flow redundancies through automation. Fully tri-lingual in Spanish, Portuguese and English. Executive skill set includes:

Financial Analysis & Reporting • P&L Forecasting (revenues of up to \$25B)  
Internal Auditing, Operational Controls, Reconciliations  
Foreign Currency Management • Risk Management • Economic Modeling  
Cross-cultural Sensitivity and Communications

### **CAREER SYNOPSIS**

#### **MICROSOFT CORP., Redmond, Washington**

##### **Finance Manager • 2003 to Present**

Provide Senior VP of Worldwide Marketing and Solutions Marketing Teams with relevant, reliable and timely revenue reporting and in-depth financial analysis to identify product revenue trends by market segment and projected earnings. Interface with domestic and international subsidiaries to create P&L forecasts and highlight significant upside opportunities or downside risk to senior management. Develop new methods of distributing financial information for actionable results. Prepare annual budgets and long term strategic plans for Microsoft's US subsidiary. Perform complex financial analyses to support product managers' monthly and quarterly marketing reviews.

- Developed an executive forecast summary used by the CEO and CFO to manage each line of business. Total annual revenue forecast exceeded \$25B.
- Led the production of a \$7.2B detailed product budget for the US subsidiary, coordinating the efforts of more than 50 sales and marketing managers over a 3-month period. Reduced the time required to produce the revenue plan by 2 weeks.
- Implemented financial management and decision support systems to improve daily production of mission-critical flash reports.

#### **ATTACHMATE CORP., Bellevue, Washington**

##### **Finance Manager • 2000 to 2003**

Directed the production of a monthly P&L forecast with consolidated input from worldwide subsidiaries in over 50 countries for this software company with \$350 million in sales; supervised 4 staff and reported directly to the Corporate Controller. Prepared sales revenue quotas, commission rates and compensation plans for domestic sales team. Performed in-depth variance analyses by product and territory to support Senior VP of North American Sales. Developed annual operating plans for Latin America and Asia. Examined accounting records of international subsidiaries and identified process changes to improve monthly financial reporting.

- Established new policies and procedures for developing operating plans. Reduced turnaround time for producing the budget by 3 weeks.
- Negotiated new contracts with resellers in Mexico and Brazil, saving over \$100K.
- Automated production of variance analyses and product sales information. Slashed the time required to produce these monthly reports from 3 days to 1.

**MICHAEL X. NEILS, CPA, MBA • Page Two**  
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**WORLD VISION, INC., Federal Way, Washington**

**International Finance Officer • 1997 to 2000**

Managed a portfolio of 17 programs totaling over \$25MM with country finance directors and project accounting staff as dotted line reports. Directed all aspects of financial management for domestic and international projects including accounting, audits, internal controls and reporting to donor and governmental agencies. Provided financial seminars and training to country finance directors, accountants and project staff regarding United Nations and United States federal regulations and GAAP requirements. Generated quarterly project financial reports for the UN, US government, and other large donors. Set up procedures for allocating overhead and administrative costs to grant funded programs. Defined strategic goals and objectives for an international finance team of 6 professionals. Supervised annual gifts-in-kind, A-133 (government regulations) and financial statement audits.

- Reduced inquiries from external auditors by 30% over a 3-year period.
- Instrumental in structuring a \$5MM microenterprise loan institution in Cuzco, Peru that provided small loans to entrepreneurs and family businesses. Designed and implemented a monthly financial reporting package (income statement, balance sheet, cash flow statement) for this institution that provides key information for investor strategies.
- Developed an in-house system using Lotus Approach to replace a commercial software package. Significantly improved the tracking of salaries and benefits charged to multiple programs.
- Instituted policies and procedures for local subsidiary offices that strengthened internal controls and improved projects' accountability for donor funds.
- Performed a financial review of a \$4.1MM project in Zaire and assisted with the resolution of an audit finding of \$1.4MM. Implemented stronger accounting policies and checks and balances to prevent future questioned costs.

**PROFESSIONAL LICENSURE / AFFILIATIONS**

State of California • Certified Public Accountant  
California Society of CPAs • CACPA

**EDUCATION**

UNIVERSITY OF WASHINGTON, Seattle  
Graduate Certificate in Accounting • 3.8 GPA

UNIVERSITY OF SOUTH CAROLINA, Columbia  
Master of International Business Studies, Finance Concentration • 3.9 GPA

UNIVERSITY OF CALIFORNIA, Irvine  
BS in Chemistry • BS in Biology • 3.5 GPA

**COMPUTER SKILLS**

MS Office Suite