

BUSINESS OPERATIONS PROFESSIONAL

Dear **Employer**,

Thank you so much for your time and consideration in reviewing my resume for your position! I am excited for the opportunity to work with your team to provide excellent service in your business operations.

- My current role is Operations Director for a non-profit. I manage members of our team, processes, reporting and tracking of metrics and performance associated with our goals and grants for partners. Partners I am responsible for reporting to are governmental agencies such as the Georgia Department of Education, private partners such as The Arthur Blank Foundation, The Marcus Family Foundation and the Home Depot Foundation to ensure success with appropriation of our resources and support to school systems across Georgia.
- I currently also provide consulting services for a 100 million dollar per year pharmaceutical company and am solely responsible for corporate compliance for an 18-retail chain store they acquired several years ago. I handle their corporate governance, entity management, corporate record keeping, and corporate compliance for tax and regulatory agencies. I understand business operations including finance, accounting, tax, and treasury / revenue reporting and how each department works together from a management perspective.
- I am looking for an opportunity to be part of a team and positively impact others through my daily role. This is very important to me and plays a big part in my morale within the workplace and personal life. It is my hope that your corporate culture can create and foster these types of opportunities.
- I am very passionate about hard work, achieving results, providing my best work in all I do, and I also working with others as a team with a service-oriented approach.

I would be so pleased to have an opportunity to speak with you regarding my qualifications. Transcripts and References are available upon request.

Thank you again for your time in reviewing my information!

Sincerely,



BUSINESS OPERATIONS

Amy Wilhoite, Experienced Professional

CONTACT:

323.513.8982
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ABOUT ME:

Over 10 years of experience in the Corporate Finance and Compliance.

Business Operations experience including finance - with an understanding of corporate tax, state financial reporting requirements in multiple states and comfortable working with executive leaders, attorneys, accountants and state regulatory environments with an understanding of how all these departments work together.

Entrusted with proper appropriation of 20 million-50 million dollars per month from 7 attorney trust accounts in real estate transactions as a national funding department manager.

Experienced in document review of title, contracts, legal, lender and other recorded documents.

Confident in abilities and willing to tackle any task at hand with an optimistic perspective.

Passionate about hard work and achieving results and a strong desire to work with in a positive environment that fosters mentorship and team building.

Education

Georgia State University
2004 Bachelors of Business Administration

Experience

Nature's Essentials & Affiliated | www.natures-essentials.com

Business Operations & Compliance 2013– Current

- Solely responsible for business corporate finance and compliance including entity licensing, registrations, corporate records, corporate formation, and legal changes nationally in 10 states, for an 18 retail chain stores acquisition for Supplement Warehouse.
- Reporting including communication with regulatory agencies for and sales tax, and state and local regulatory compliance. Responsible for creating and reporting entity transactions directly to CEO and leadership team.
- Collaborate and reporting to leadership team (CEO, Vice President, and Legal Teams) for financial transactions for business including payroll and quarterly filings, vendor payables, sales tax compliance, merchant services management for various brands and corporate sales tax filings for 18 retail stores (strong understanding of how these departments work together).
- Key consultant in formulating solutions and presenting progress and strategy for workflow processes (including implementation, creation, and copyright of CRM software), business plans, and product launches with executive leadership, legal teams and across departments.
- Responsible for print and digital marketing including strategy, media and key role in product launch.

Elevated Title (formerly Liberty Title Company) | www.libertytitlellc.com

Director of Finance/Funding, National Acct Mgr, Corporate Licensing 2004 –2010

- Management of state registrations and state corporate licenses and compliance under the supervision of an attorney in 20 states nationally
- Primary responsibility for 7 attorney trust accounts including appropriation of 20-50 million dollars/month on behalf of sellers, buyers, lenders and 3rd parties - reporting directly to the CFO and President.
- Review of various state specific contracts, title requirements and lender documents from real property transactions including: contract, title, closing, and funding documents to ensure proper appropriation of lender funds including working with various parties of the transaction to include lenders, attorneys, government and insurance agencies.
- Analyzing, tracking and reporting incoming/outgoing funds for real estate purchase/sale transactions by creating detailed excel reports and balancing settlement statements for funding to ensure proper appropriation of lender funds for up to hundreds of loans per day as well as buyer/seller funds from attorney trust accounts and operating accounts.

IntegRealty, LLC | www.integrealtyco.com

Licensed Agent 2002, Qualifying Broker 2010 – Current

- Property Brokerage services licensed in the state of Georgia.
- Residential purchase/commercial sale and lease contracts.
- Competitive market analysis and broker price opinions.
- Valuation of small scale investment properties.
- Current on required broker continuing education (36 hours/4 years).

Skills

- Advanced Excel Skills, Office Suite, Word, Outlook, Quickbooks and other accounting software, Illustrator, Photoshop, Adobe Creative Suite (graphic design), PC/Mac based systems, custom CRM software and willingness and aptitude to learn new systems.
- Goal-oriented, ambitious, with a strong work ethic and desire for knowledge. Positive can-do attitude, and a desire to provide results with integrity and excellence.