

Lisa Norwood

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Job Objective: To be a member of a progressive management team who seeks an individual with a broad range of experience in business, predominantly in accounting and related systems.

EDUCATION: BBA degree with Secondary Teaching Certificate, Morehead State University, Dec93
AA in Business Admin, Concentration in Accounting, Murray State University, Dec77

Work Experience:

Aug 06 - Current

ADVANCED GREEN COMPONENTS LLC, Winchester KY

AGC is a single facility Japanese-owned joint venture & large volume manufacturer of steel components, primarily used in automotive applications, with approximately \$30 million annual sales and 100 employees. The Winchester facility includes operations in; hot forging (2 presses), blanking (6 lines), cold forming (3 presses), & CNC machining (28 lines).

Controller reporting to plant manager/ vice president. Responsible for all accounting, budgeting, financial reporting and internal control functions for the factory, supervising one salaried accountant, one hourly employee, and working closely with outside CPA firm, as well as the elected board of managers.

- Responsible for the preparation and timely distribution of the financial results, complete with comments and variance analyses. Communicate with plant staff, as well as Board of Managers, financing organizations, etc.
- Coordinate all month-end and year-end financial close activities as well as the annual plant-wide physical inventory process.
- Maintain internal controls for factory assets, including raw materials, finished goods, WIP and tool crib inventory, capital equipment, bank balances, petty cash, etc. Monitor proper authorization for plant expenditures.
- Responsible for recording acquisitions, disposals, and depreciation of capital assets.
- Responsible for contractual obligations/ documentation, as well as insurance coverage.
- Coordinate, prepare and present performance data for the semi-annual meetings of the Board of Managers. Responsible for meeting minutes and follow-up board activities.
- Serving as a member of this small management team allows involvement in various areas, such as performance incentive programs, 5-S and Layered Process Audits (LPA), recognition of service, quality and safety accomplishments, etc.
- Extensive or limited systems used; Macola (ERP), FAS (fixed assets), KRONOS (time-keeping), Abra (HR and payroll), F9, and most Microsoft applications.

Supervisor: Kazuya Mizoguchi, VP (and Jack Yohe, prior to current JV organization)

Dec 98 – Aug 06

NESTLE PREPARED FOODS CO. (Formerly Chef America), Mt Sterling KY

A fast-paced frozen food manufacturer with five production lines, employing 1200+ employees, producing approx 60 million cases (approx \$700 million sales) annually.

July 2005 – August 2006

Transition/ Project Manager reporting to plant manager. Responsible for the successful implementation of various assigned local factory and divisional projects, as we transitioned ERP systems from MFG Pro (QAD) to SAP.

Jan 2001 – Jun 2005

Factory Controller reporting to plant manager. Responsible for all accounting, budgeting and internal control functions for the factory.

- Developed/ supervised 7 associates – financial acct, cost acct, 2 PR coordinators and 3 A/P clerks
- Prepared / presented mfg budgets; assisted with establishment of yield standards.
- Responsible for financial reporting and recommendations, presented to divisional mgmt.
- Coordinated all month-end and year-end financial close activities.
- Monitored internal controls for factory assets.
- Performed spot audits & assisted others with finance-related systems (ie. MFG Pro for prod'n, KRONOS, WINLD, and PeopleSoft for payroll, MLS for non-raw mat'l purchasing, etc.)
- Trained mgmt on mfg standards, as well as generating and interpreting variance reports. Also trained and provided support to dept mgrs in budgetary compliance.

Dec 1998 – Dec 2000

Cost Accountant reporting to the factory controller. Helped to improve mfg results, through communication with operations, supervision & mgmt. Reviewed/ distributed daily operating efficiency & material variance reports, with issue explanations & known action plans. Calculated/ communicated plant's incentive program results & payouts. Conducted shop floor studies to improve material yields. Compiled costs associated with dept cross-charge activity, as well as vendor-related mfg interruptions. Prepared necessary journal entries. Assisted with maintenance of BOM's, scrap allowances & standard costs.

1997 - 1998

GUARDIAN AUTOMOTIVE, Morehead KY

Accountant reporting to the Operation Systems Manager.

Responsible for accurate & timely completion of the transactional activities surrounding AP, AR, and payroll. Also assisted the OSM on month-end close activities and reporting.

1994 - 1996

AMERICAN HEALTH CENTERS, Parsons TN

Field Accountant (for mgmt company of a large chain of nursing homes) reporting to the controller. Primary job responsibilities included; quarterly and annual internal audits, training and supervising bookkeepers at facility level, general ledger account analysis, data review and generation of financial reports, preparation of payroll tax returns, assisted controller and CPA firm on various projects.

1990 - 1991

ARCADIAN CORPORATION, Memphis TN

Accountant (in corporate office of a national fertilizer and chemical company) reporting to the Accounting Manager. Job responsibilities included; general ledger account reconciliation, coordination of journal entries generated from seven locations, review/ set-up of AP vendors, various accounting projects.

1987 - 1989

NISSAN INDUSTRIAL EQUIPMENT CO., Memphis TN

Account Coordinator (for a national forklift distribution facility) reporting to the Accounting Manager. Responsible for; supervision of AP activity, GL account reconciliation, coordination of month-end close activities, preparation of financial statements including footnotes, graphs, tables, etc.

1977 - 1986

RALPH W. NORMAN, JR., CPA (Formerly Griffin Acctg & Tax Svc), Paris TN

Office Manager, Bookkeeper, Tax Preparer reporting to the owner. Responsible for; training employees, complete client write-up for several small businesses, tax preparation (sales tax, payroll tax, fuel & use tax, and individual, partnership and corporation income tax).