

Michael Craig
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Dear Prospective Client:

I am a highly motivated, achievement-oriented business professional who is seeking a consulting opportunity with your company. My background includes extensive experience in both the public and private accounting sectors.

I believe that I can significantly contribute to your company's efficiency, profitability and overall growth. For your review, I have enclosed a summary resume which will provide you with an overview of pertinent details concerning my qualifications and professional experience.

My success is largely due to my ability to prioritize responsibilities and manage multiple projects simultaneously. I am a strong leader and take pride in my verbal and written communication skills as well as my organizational and management abilities. I sincerely believe that my experience, education and career goals will be an asset to your organization. For temporary or part time projects, my wage requirement is dependent on several factors, including the duration of the project and proximity. Please email or call me for a quote.

I would appreciate a personal interview at your earliest convenience to discuss ways that I can significantly contribute to the continuing growth of your organization. Please call me at (714) 501-6337 to arrange a time when I may visit your offices to discuss your needs and provide additional information concerning my qualifications.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Michael Craig
enclosure

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Qualifications

More than twenty years of progressive responsibility in both private and public accounting sectors encompassing a wide range of experience in many diverse industries. Proficient with a broad variety of popular accounting and business computer applications. Effective communication, report writing, organizational and interpersonal skills.

Professional Experience / Employment Chronology

April 2007 / October 2007 - Controller at St. Mary Lodge & Resort, Glacier National Park, St. Mary, Montana - operated by Delaware North Companies Parks & Resorts. This was a seasonal position for April through October. Responsibilities included financial reporting - compilation of daily, weekly & monthly sales reports for lodging, retail, food & beverage operations; bank deposits; credit card reconciliations; A/P invoice processing; payroll for more than 200 employees; billing and handling customer chargeback's; Safeguarding substantial cash operating funds; supervision of five cash room employees and one staff accountant; training cashiers on cash handling procedures. I reported to Delaware North Companies General Manager. See <http://www.stmarylodgeandresort.com/> and <http://www.delawarenorth.com/>

May 1997 / April 2007 – **Michael Craig Consulting** – San Juan Capistrano, California.

Sole Proprietor - Financial Accounting / Consulting services. Controller level and CFO services provided to businesses that are in need of short term, competent accounting and business management support. Clients are principally emerging companies that are in need of professional accounting and financial operations support but are not quite ready for a full time employee to perform these functions. Projects performed for clients also consisted of litigation support; computer systems consulting and preparation of financial plans. Please refer to my complete professional profile for client information & projects accomplished at <http://www.michaeljcraig.com/>

March 1993 / May 1997 – **BCA Accessories, Inc.** – San Diego, California.

Chief Financial Officer – Oversaw this apparel manufacturing concern through startup in 1993 to \$14 million in revenue, maintaining a 70%+ gross profit margin with out-sourced production. Responsible for all investment, cash management, financing, inventory, and computer hardware/software solutions. Managed a six person accounting staff; responsible for financial reporting functions; installed a Novell network and converted to Macola accounting software.

December 1989 / March 1993 - **Accounting Professionals, Inc.** - **Owner** – Orange County, California. Contract services to C.P.A. firms. Experience in this area was in the capacity of senior auditor for the audit of a large local water district and other work with governmental clients, predominately rapidly growing water districts in the South Orange County area. Responsibilities involved supervision of audit staff, development and implementation of audit programs for annual audits as well as special purpose audits (construction bond issues). Provided a wide range of services to clients ranging from the attestation function to development of long range financial plans for several water districts.

December 1986 / November 1989 – **Humphreys & Associates, Inc.** Laguna Hills, California. <http://www.humphreys-assoc.com/> **Manager, Special Projects** Provided assistance with financial management, budget analysis, financial reporting, internal auditing & problem identification / resolution. Documented the company's internal processes and controls, provided computer support to employees and consultants, performed procedural reviews & analyses, prepared audit schedules, and provided internal audit, hardware & software solutions to this defense industry consulting firm.

December 1981 / November 1986 – **NAVCO Security Systems** - Irvine, California. <http://www.navco.com/>
Treasurer (Staff Accountant to 9/82) - Corporate Officer instrumental in the turnaround of this former Wickes Company subsidiary, responsible for all financial management and reporting functions. The business was highly leveraged, requiring extensive vendor contact and exceptional cash management skills. Navco subsequently became a consulting client.

March 1979 / June 1981 – **Spaulding Equipment Corporation** – San Juan Capistrano, California. <http://www.spauldingequipment.com/> **Assistant Controller** Acquired a broad knowledge of accounting processes and practices, including forecasts, budgets, general ledger, payroll, inventory, accounts payable / receivable, financial reporting and tax compliance.

Education / Certification

- **Bachelor of Science, Business Management - University of Montana**
- **Certified Public Accountant - Montana** (Current status: inactive, on certificate maintenance)