**MARK ELDRIDGE** Redwood City, CA ▪ (831) 246-0797 ▪ mark.lee.eldridge@gmail.com

**Operations Leader Supports High-Growth Organizations for IPO & M&A**

Accounting Operations | Audit & Compliance | Process Improvement

**Core Competencies**

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| --- | --- | --- |
| * Financial Planning, Analysis & Reporting | * Metrics, Measures & Governance | * Performance Management |
| * A/P, A/R, GL & Payroll | * Account Reconciliation & Accruals | * Assets, Inventory & Depreciation |
| * Tax Preparation & Filings | * Public Speaking | * Mentorship & Coaching |

**Career History**

**Member, Board of Director, Calvary Chapel** – Mountain View, CA 2016 – Present

*Our focus is on raising up the next generation to have an impact throughout the Bay Area*

* Selected to lead the planning and execution of finance, accounting, and operations
* Provide leadership in the design and delivery of programs and policies to increase membership, drive metrics and accountability, advance the mission and vision, and introduce new processes, metrics, and measures
* Prepare and manage budgets, performance reporting, preparation of monthly financial statements, accounts payable, accounts receivable, and BoD relations
* Oversee and lead a team of four employees, and 75+ volunteers to ensure smooth operations of facility and services, office administration, and audio/visual and technology
* Established an annual sabbatical program to reflect and review organizational goals, resulting in the development and execution of a new leadership development program, and formalization of monthly meetings with leaders and members

**Associate Pastor, Finance & Operations, Calvary Chapel** – Mountain View, CA 2005 – Present

* **Created and fostered a culture of community and collaboration**, increasing weekly service attendance by +50%, and driving +40% of members to volunteer their time—adopting the organizational mission to achieve exceptional results
* **Established a 501(c)(3) organization to led the expansion of the World Mission Program in Paraguay, India, Costa Rica, Ireland, and Mexico**,managing resources and budgets, defining and executing metrics and measures, establishing connections to legal and fundraising resources—to comply with international laws, and providing mentorship and guidance to local members
* **Championed the development and execution of online giving methods—increasing revenues by 50% annually,** establishing the proper financial controls and governance in accordance with local and state laws
* **Led the migration of payroll administration to QuickBooks payroll**, eliminating manual paychecks to employees, and moving payroll to cloud technology for improved access and efficiencies
* **Increased outreach and engagement with members**, introducing and executing a new communication process
* **Transformed the organization’s digital/online presence, and led marketing, advertising, and PR efforts**, establishing social media channels (Facebook, Twitter & Instagram), redesigning and relaunching the website (to include video and audio recordings of sermons), executing Google AdWords, securing advertising on radio, and creating marketing materials to promote activities and events
* **Directed and managed a physical move of the church and office facilities—saving $75k annually**, negotiating lease agreements with landlords, and overseeing the remodeling of the office space, communication, and transition of employees
* **Introduced and instilled standards, consistency, and continuity to improve operational efficiencies**, creating a centralized process for scheduling and communication of services, events, and activities

**Accountant, Clarus Systems** – Redwood City, CA2007 – 2011

*Recognized as a promising seed-stage enterprise startups by Venture Beat providing integrated voice service management, testing, and monitoring solutions for IP Communication and Contact Center deployments, upgrades, and transformations*

* Assisted CFO, controller, and office manager (G&A team) to manage and reconcile accounting operations —after rapid revenue growth—to prepare for annual audits and the acquisition by OPNET Technologies for Managing Unified Communications

**Junior Accountant, QuinStreet** – Foster City, CA2003 – 2005

*Marketing firm uses performance-based advertising with search engine marketing strategies to promote clients over the Internet*

* Managed accounting operations—during double-digit growth—and established a solid foundation for the company’s IPO
* Implemented Sarbanes-Oxley (SOX) policies and prepared for division of responsibilities
* Developed and executed a corporate cellular program, and improved tracking and reporting of fixed assets

**Education**

* B.S. in Business Administration & Accounting, San Francisco State University