

# Andrea Lewis

651.235.0863 / lewis54017@yahoo.com

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## FINANCE & ACCOUNTING EXPERIENCE

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SMC Ltd. Finance Compliance Controller May 2013 – Current

Originally part of accounting in a project manager role, quickly recruited into finance department to be a part of audits and internal analysis. Main role was to identify, analyze and communicate opportunities which will improve organizational performance through efficiencies, gap analysis, compliance, strategic initiatives and asset preservation. I actively participate in local economic development meetings to build relationships so I am able to obtain government incentives available to the company. I ensure compliance for affiliated international entities, several estate entities, and various corporate books. Analyze and maintain adequate risk management through insurance coverage and contract reviews. Manage large scale global impact projects, including cross-functional projects to support company objectives of standardizing procedures, improving controls, and increasing process efficiency.

Champps Americana Chief Financial Officer April 2009 – May 2013

Partnered with owner and general manager to oversee finance and operations of several restaurants. Opened and closed restaurant locations based on performance – sometime with new concepts. Educated management on financial impacts so they understood how to see and monitor their performance. Educated management on budget process and responsibility for increased involvement and staff development. Strong management of cash flow and financial handling along with managing vendor relations on a large scale. Negotiated property leases, commercial and health insurances which were high drivers of cost. Prepared monthly and yearly financials along with analysis & projections to the bank who was heavily involved to successfully negotiate crediting & banking agreements.

O'Keefe Inc. Controller/Office Manager April 1999 – April 2008

Successfully weathered the recession in a heavily affected industry through business analysis and calculated employee management. Maximized cost reduction potential in all areas of business. Sought and secured financial aid while operations showed less than desirable results. Monitored and communicated on a constant basis, to all stakeholders, company activities and impacts. Mitigated risk for operations through insurance and contract progress reviews. Negotiated and Facilitated Property Lease, Commercial Insurance, 401K, Health Insurance and all other external impacts to the company. Responsible for all general office and accounting staff.

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## EDUCATION

Executive Masters in Business Administration at St.Thomas University - Opus College of Business (2020)  
Bachelors in Business Administration at University of Wisconsin - River Falls (2017)

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**Efficient and energetic finance professional having great success in finance, accounting, and project management.** Direct impact on global and local initiatives to aid in continuous business improvements, growth, and profitability.

*A disciplined, charismatic leader not afraid to ask the questions with the ability to unify stakeholders on large scale impacts.*

Manage projects, including cross-functional projects to support company objectives of standardizing procedures, improving controls, and increasing process efficiency. Project Management, Finance and Accounting Achievements Including but not limited to:

- ❖ **Reduced COGS by 15% company-wide** – Used strict inventory controls to drive to consistent COGS and educated staff on impacts to meet and maintain below industry average COGS
  - ❖ **Maximized Buying Power** – Analyzed various company purchases to combine and increase buying power with larger contracts to increase profitability across multiple locations
  - ❖ **Strong Cash Flow** – Created various cash flow models to use for operations and investment opportunities. Successfully managed cash flows over \$40M annually
  - ❖ **Delivered US Standardization of Payroll Systems** – Standardized 3 regions into 1 with over 1200 active employees, integrated and upgraded three varied systems to optimize all payroll functions and allow for Human Capital Management System Implementation and increased analytics
  - ❖ **Set the Standard for Integration of acquired company's Finance and Accounting** – On-boarded new company into existing Corporate ERP System and oversaw integration of data into corporate accounting setting the standard for future acquisitions
  - ❖ **Spearhead Annual Research & Development Tax Credit** – Increased the annual tax credit 12% and reduced the consultant fees by over 50% utilizing internal resources
  - ❖ **Succeeded with Corporate Payables Payment Solution** – On-boarded over \$8MM in payables onto corporate p-card payment method which has grown now over \$15MM resulting in increased cash flow
  - ❖ **Implemented US Based Electronic Data Management System** – Utilized ERP System to set-up and onboard each department over 8 facilities nationwide for increased communication and efficiencies
  - ❖ **Manage HR Implementation of Human Capital Management** – Standardizing 10 facilities worldwide to operate and integrate in 1 system for Best in Class documentation practices, analytics, recruitment, performance and compensation review
  - ❖ **Various Tax Credits and Initiatives** – Local economic tax incentives for expansion, workforce enhancement, commitment to community resulting in both finance gains as well as corporate stewardship
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