

GINA K. LAMMERS, CCA

SUMMARY

An accomplished and seasoned professional dedicated to excellence with 30 years of experience in public and private accounting. Grounded in financial reporting, job cost accounting, implementations and conversions of accounting software, human resources, Sarbanes - Oxley compliance, internal and operational controls. Committed to personal, professional and corporate success with a proven track record of exceeding expectations.

EDUCATION

University of Baltimore - Bachelor of Science, Accounting, Cum Laude, 1983 - Baltimore, MD

CERTIFICATION

Certified Public Accountant, State of Maryland, 1986

AFFILIATIONS

American Institute of Certified Public Accountant

CAREER HISTORY

Forcon International, Corp. Surety, Brandon, FL – Accounting Consultant

- Preliminary analysis and summary of the overall financial status of the bonded contractor, including receivables, payables, contract balances and costs to complete for Surety's use in evaluation of contractor's request for financial support and/or use in setting reserves.
- Payment bond claim processing.

Gallo Building Services, Inc., Shell Contractor, Tampa, FL – CFO/Controller

- Managed and directed all aspects of the office operations and accounting department.
- Maintained daily cash management, monthly and fiscal financial statements.
- Implemented Timberline, BuilderMT software conversion, purchase order and scheduling systems.
- Wrote and executed policies, procedures and internal control to maximize operations.
- Oversaw human resources, employee benefits, and corporate insurance.
- Interfaced with field operations to examine accuracy of job cost.
- Performed and maintained annual forecast projections, cash flow and budget analysis.

Independent Consultant – Assignments, Baltimore, MD

AAI Services, Inc., Defense Contractor, Hunt Valley, MD - Assistant to Account Manager

- Monthly financial close; new Oracle software implementation.

Performax, Inc., Employee Health Benefit Plans, Baltimore, MD - Interim Controller -

Monthly financial close; Special projects.

James W. Ancel, Inc. General Contractor, Towson, MD - Interim Controller - Year-end audit; Daily responsibilities - A/P, A/R, Job cost, Payroll, GL.

Enterprise Foundation, Public Housing, Columbia, MD - Interim Controller - Monthly financial close; Special projects.

Shire, Inc., Pharmaceutical Manufacturing, Owings Mills, MD – Interim Controller

- Supervised and managed the accounting department of eight: cost accounting, accounts payable, accounts receivable, payroll and fixed assets.
- Developed, implemented and managed the Sarbanes-Oxley compliance process working with external auditors.
- Assisted in the financial software implementation of SAP.
- Performed fixed asset inventory and implemented fixed asset tracking system.
- Met five day monthly close schedule for reports to the parent company in the United Kingdom.

Legg Mason, Global Asset Management, Baltimore, MD – Interim Senior Accountant - Monthly financial close; Data analysis; Special projects.

New Enterprise Associates, Venture Capital, Baltimore, MD – Interim Ass't Financial Mgr. - Investors' financials analysis and update; new accounting system conversion.

Roy Kirby & Sons, Inc., General Contractor, Baltimore, MD – Controller

- Managed and supervised the accounting department.
- Converted 30-year-old manual accounting system to total software system.
- Implemented internal control.
- Managed employee benefits.
- Developed policies and procedures to maximize operations.
- Cash management, strategic planning, and union reporting.

Charles J. Frank, Inc., General Contractor, Baltimore, MD – Controller

- Converted manual accounting system to complete computerization.
- Implemented internal financial reporting.
- Prepared financial statements for 13 entities.
- Maintained and managed 11 commercial rental properties.
- Maintained \$10 million investment portfolio.
- Supervised accounts payable, accounts receivable and payroll.
- Prepared tax returns for partnerships, profit sharing and pension plan

Joseph M. Zimmer, Inc., Mechanical Contractor, Baltimore, MD – Controller

- Effectively managed all aspects of accounting.
- Converted to 100% computerized accounting system.
- Prepared financial statements for five entities.
- Decreased outside CPA firm's fees and corporate insurance costs by 50%.

- Instituted cafeteria and 401 (k) plans.
- Supervised accounts payable, accounts receivable and payroll.
- Prepared tax returns for partnerships and profit sharing plans.

Hertzbach & Company, Certified Public Accountants, Owings Mills, MD – Senior Accountant

- Prepared financial statements for audit, review and compilation engagements for diversified companies.
- Prepared federal and state tax returns for corporations, partnerships and individuals.
- Trained and supervised staff accountants in all phases of accounting, auditing procedures and taxes.
- Screened and interviewed bookkeeping personnel for clients.
- Studied and evaluated clients' internal control.