

Nicholas L. Anderson

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Resume

Position Desired:

Seeking responsible, multi-tasking position as a financial executive where I can utilize my many years experience and diverse talents to assist in the expansion of a stable company.

Pertinent Skills:

Due to the variety of executive and instructional positions I have held, I have found I can work with anyone. I am accustomed to having the "buck" stop with me. I can address the needs of people and handle them. I am skilled in detecting the capabilities of fellow staff, then delegating the correct amount of work to achieve peak efficiency and performance. I can conceive of, then direct, a program to completion. I can create a budget and then execute along those lines and get the products of the company. I am able to think on my feet and pull off the desired result, despite problems or opposition. I am fluent in creating business communications (e.g.: letters, brochures, flyers, newsletters, directives or magazines). I am computer literate in Mac and PC; skilled with Quickbooks, MS Office products, and most office machines. I am highly organized, able to train others to achieve products or services in an organized manner. Having run my own business on and off for over twelve years, I can handle personnel matters, purchasing, budget, and tax planning.

Professional Experience:

CFO/ Finance Director: High Point Realty Oct 2010 - Present

I started out with High Point Realty as the Bookkeeper/Estates Manager. I have been there 12 years now and have worked my way up to Finance Director (CFO) and after two years also became a Realtor and I sell and buy houses as a Realtor as well, I do the Finances part time as this is only a 5 employee company. Rest of the agents are 1099. But in 2012 I also picked up the Property Management functions and do that as well and manage about 20 properties for the company.

General Manager/ Finance Director/HR Director – The Verification Company Apr 2007 – June 2008

I started as the Finance Director for The Verification Company and eventually moved up to the General Manager position. During this time I implemented many cost saving measures that saved the company over \$15,000 while reducing the outstanding Accounts Receivable to very little. I was creating budgets and accounting reports for management. Then the company was sold and a new corporate group took over. They made me the General Manager but changed tack and downsized the company at the end of May.

Deputy CEO - Professional Enhancement Systems Aug 2005 to Feb 2007

I have been the second in command at Professional Enhancement Systems. During this time I did the Executive Director Full Hat. PESI expanded and split into two companies- Ulan Nutritional Systems and Professional Enhancement Systems. My duties were to handle Establishment, Promotion and Marketing, Sales, Treasury and oversee Delivery. The company expanded and as I left was geared up to double in size.

Family Counselor - Mace-Kingsley Family Center July 2004 to Aug 2005

I am a family counselor dealing with issues regarding behavior and parent- child relationships. Under my supervision were two other family counselors. I have had successes with many families during this past year, reaching both children and their parents to help put them on a more ethical and survival path. In addition I have successfully helped several marriages /relationships to become more successful than they had been in years. I

have directed other counselors to do the same and have been instrumental in their success as well.

VP Operations - Data Resource Consultants, Inc.

Sept 2003 to May 2004

I started in Finance and was promoted to VP Ops within 3 weeks. In 6 weeks I had taken production to its highest level for this young company.

Dean of Academics

Aug 2002 June 2003

In this position I was in charge of all teaching staff, finance staff, and midlevel supervisory staff. During the year, under my management, we resolved issues that had been problems for years, we increased school enrollment by 20%, and we launched plans for expansion for years to come.

Corporate Trainer

Nov 2000-Jan 2001

I worked an out of town contract for Fat Pipe U, a training corporation specializing in the cable industry. My responsibilities were Training Manager and Curriculum Specialist. I assisted in training over 200 hundred adult students on the materials that we had prepared for them on a specialized course in cable installation basics.

Self Employed tutor – 1998 to 2002

Headmaster -Washington Academy of Knowledge, Mercer Island, WA 1992 -1998

Administratively I acted as CEO of this private K-8 school. We expanded from 12 to 50 in six years, increasing our staff from 2 to 15. I supervised the teachers, handled ethics situation with parents, students and staff, and ensured the students were progressing through their educational programs. I researched and wrote curriculum. Students generally tested two years ahead when transferring to a public school. We used the Hubbard method of study technology to achieve stellar results.

Related Professional Experience:

Co-Owner, Publishing Company

1989-1992

As a business owner I hired and trained staff, helped write and follow a budget, saw that production deadlines were met, oversaw delivery, and handled sales of advertising of our publications. This business necessitated constant contact with local politicians, business owners and opinion leaders in the community.

Education: North Central College 1970 - 1972
George Williams College 1972 - 1973
College of Dupage 1973 - 1974
Hubbard College 1975 - 1978

Other Pertinent Information:

I am a healthy nonsmoker, happily married, with two wonderful children and two adorable grandchildren. I am completely a self-starter. I learn easily. Once I have been shown the ropes I am able to work at the desired task toward a given goal with little or no supervision. My wife and I own a home Clearwater. I am experienced in home repair, electrical repair, carpentry, and landscaping.

I am also a part time professional photographer (wedding and portrait). I love sports and am active in my church and my community.

References Available on Request.