

HOLLY A. WELLS

1814 S Calumet Parkway • Chicago, IL 60616
Cell: 312-282-4465 • Email: holly_wells_nw@yahoo.com

FINANCE MANAGER / PLANNING & PROJECT MANAGER

With A Strong Track Record of Leading Successful Financial Performance and Implementing Policies/Procedures to Ensure Integrity of Financial Operations

Finance management professional with diverse, 15+ year background that includes extensive training/experience and record of success in financial, operating, and IT disciplines. Particularly skilled in leveraging technology to streamline and improve financial/business processes. Breadth of expertise includes general accounting, audit and tax, budget, strategic planning, and business growth functions. Core knowledge and skill areas include:

- Strategic Business Planning
- Complex Financial Consolidations
- Financial Analysis/Reporting
- Multimillion Budget Preparation
- Process Analysis/Streamlining
- Senior Executive Relationships
- Systems Automation
- Corporate Accounting
- Project Team Leadership

PROFESSIONAL EXPERIENCE

INDEPENDENT CONTRACTOR – Chicago, IL

2006 - PRESENT

■ **IT Financial Consultant**

- National System Corporation, *worked as IT Project Manager (2013)*
- The Warranty Group, *worked as IT Project Manager, Business Analyst, Vendor Liaison (2007-2013)*
- LaSalle Bank, *worked in Financial Reporting Department (2006)*

AON CORPORATION, Chicago, IL

1998 – 2005

Leading provider of financial/insurance services, with \$10 billion-plus in annual revenues.

IT Financial Liaison

Worked with senior-level executives on financial/budget data strategies, serving as primary point of contact for payment/tracking of all IT World Trade Center assets and expenditures. Earned subsequent promotion to direct all financial functions and activities of assigned divisions. Provided comprehensive financial analyses and recommendations to internal leaders and external customers. Prepared budgets, monitored financial performance, and worked with teams to develop technology-business solutions.

Key Contributions & Accomplishments

- **Budget & Financial Management** – Worked jointly with CFO of Information Technology to consolidate \$180 million in financial data and \$640 million annual budget. Led effort to create and implement revised 2005 tiered budget timeline strategy that outlined high-level requirements for global and U.S. IT components.
- **Technology Solutions** – Recommended automation of monthly payment process for 300+ invoices that involved centralization under single vendor to manage data and transmit electronic feeds monthly. Led build-out of Access database solution for gathering and documenting tenancy agreements between Aon divisions.

Key Projects & Initiatives

- **ASG Integration Project** – Played critical role in integration of ASG's business units within operating divisions. Redistributed balance sheet and inter-company accounts, coordinated transfer of employees and assets to new cost center structure, and teamed with Treasury to create organizational support structure.
- **Corporate Real Estate (CRE) Project** – Led series of process streamlining and improvement initiatives that met multiple goals and included:
 - Clean-up of PeopleSoft HR building codes and alignment of active list with CRE's building data;
 - Centralization and automation of U.S. lease payments under CRE department;
 - Correction of inconsistent rent equalization to meet GAAP standards;
 - Reduced cycle times and elimination of redundant approvals through A/P streamlining;
 - Validation and consolidation of existing leasehold improvement assets.

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AON CORPORATION, Chicago, IL

Assistant Controller / Financial Analyst (1998-2000)

Hired as financial analyst and earned promotion, to Assistant Controller, within 9 months to oversee financial controls for department with \$100M+ budget. Tracked project costs and monitored time tracking for staff of 150-215. Managed month-end reporting, payroll, expense database, resource assignments, inter-company allocations, and fixed asset acquisitions. Managed 2-3 administrative team members and served as financial advisor to entire department.

- Supplied documentation to support capitalization for custom brokerage application development project, leading to successful deployment for application still in present use.
- Created Excel project templates for all division managers as part of budget development process, leading to accurate, timely data collection and improved budget management.

BIOSTRATEGIES GROUP, Chicago, IL

1996 – 1998

Biopharmaceutical marketing consulting firm.

Business Manager

Directed business operations for rapidly growing consulting firm, managing support staff and working directly with President on various activities (e.g. year-end closing, regular project budget updates). Tracked and billed direct costs to clients. Handled A/P, A/R, monthly journal entries, payroll and bank reconciliations. Assisted in web site maintenance and other PR/marketing initiatives; served as technical troubleshooter.

- Led firm's search for new office space and coordinated all aspects of company's eventual relocation. Networked new office in joint effort with company president, working with various vendors to ensure layout, systems, and components met company's requirements.
- Held key responsibility in assembling, training, and overseeing both full-time and temporary personnel. Worked closely with senior account managers and temporary agencies to ensure proper staffing.
- Developed database templates for project data analysis/tracking and played key role in defining contact management database field usage for recruiting health care professionals (doctors, nurses, pharmacists, and thought leaders) to participate in critical projects.
- Functioned as on-site computer expert for installation and support activities. In addition to networking office, installed software, memory, and expansion cards while performing daily troubleshooting tasks.

CHICAGO PARK DISTRICT, Chicago, IL

1995 – 1996

Financial Consultant

In charge of auditing Marketing Department's year-to-date account expenditures. Worked directly with Marketing Director and Staff Assistant to compile budget. Performed detailed financial analysis and set up department finance system. Created and compiled database for survey results.

- Created and maintained effective financial management system for newly incorporated non-for-profit organization, ParkWays.

** Prior positions as **Account Coordinator** with AdLab and **Department Head/Manager** with Frank's Nursery & Crafts. For AdLab, analyzed client needs to implement effective recruitment procedures and assisted in staffing activities. At Frank's Nursery & Crafts, received Preferred Customer Award and Gold Leaf recognition for 25% increase in sales.*

EDUCATION

MBA – Management & Information Technology, 2003 – LOYOLA UNIVERSITY OF CHICAGO
BS – Finance, 1994 – MICHIGAN STATE UNIVERSITY