

# JANE DROUGHNS

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## *Professional Profile*

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### **Finance Management • Accounting • Business Management**

*Strategic Financial Management Professional with 9+ years experience in accounting, finance and business operations for start-up companies and mid to large corporations. Expertise in directing cross functional teams in enhancing productivity through financial and operational evaluation and the implementation of process improvements to achieve company objectives. Highly skilled in directing all new project operations each project from inception to completion. Strong ability to manage budgets, streamline processes and negotiate vendor contracts which reduce expenses and increase profitability. Demonstrating excellent written and verbal communication.*

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## *Core Competencies*

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Finance Management  
Accounting  
Project Management

Budget Preparation  
Process Improvement  
Business Management

Contract Negotiation  
Account Management  
Tax Preparation

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## *Professional Experience*

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### **Droughns Systems, Inc.**

**August 2006 to**

#### **Present Controller**

Manages all organizational operations as well as budget preparations and administrative duties for this self-funded Semiconductor Capital Equipment manufacturing start-up. Oversaw the activities of an office manager and two manufacturing technicians. Administers all financial management by evaluating and integrating new applications. Responsible for all accounting and finance duties including accounts reconciliation, financial statements preparation, cash management and multi-district sales and use tax return preparation. Evaluates and negotiates contracts. Conducts HR duties. Prepares proposals for the Sales department. Supports the Marketing department with various marketing campaigns. Demonstrates effective leadership skills. Tasked with forecasting, overall business development, and strategic initiative implementation. Directs finance department operations including A/P, A/R, credit and collections, general accounting, cost accounting, and financial reporting. Maintained multi-million dollars of unearned revenue, prepaid expense schedules, to post expenses appropriately with recognized revenues. Conducts user maintenance of accounting and consolidation systems.

- Introduced processes, techniques, and designed spreadsheets to analyze operational and financial performance to achieve 25% improvement in overall productivity.
- Effectively tracked over \$1.5M in raw materials and finished goods in inventory by creating accounting policies, implementing procedures to ensure compliance with GAAP, and establishing computerized systems.
- Designed master manufacturing schedules and structured the Bill of Materials by assemblies to reduce manufacturing lead-time by four weeks, increase inventory turnover, and improve cash flows.
- Directed the complete expansion project of a 15,000 square foot facility, constructed equipment assembly floor, installed a 1600A 480V service for an equipment test and a 2500 square feet class 1000 clean-room for equipment manufacturing and final testing.

### **Droughns, Inc.**

**Feb. 2003 to Jul. 2006**

#### **Finance Manager**

Responsible for managing accounting and operational responsibilities for two multi-million dollar business units of this technology software start-up company. Implemented accounting policies and procedures to ensure compliance with GAAP. Tasked with closing books on a monthly basis. Maintained revenues and prepaid expense schedules. Local, state, and federal filing preparation. Federal and multi-states income tax returns preparation. Produced

financial reports, developed budgets, prepared performance variance analysis with business plan for senior management and Board of Directors. Prepared business activity summaries and forecasts of revenues, expenses and capital expenditures on monthly, quarterly, and annual bases. Oversaw key financial deliverables and financial reports to parent company. Managed annual budget preparation and monthly budget updates. Analyzed and interpreted financial and budgetary reports.

- Directed financial due diligence with acquisition company's auditors and worked directly with the CEO on selling Praesagus to Cadence Design Systems for \$28M.
- Produced five-year forecasting models and pro-form financial statements for Series A and Series B fund raising rounds.
- Managed the test wafer business unit operations and served as key leader in effectively managing 90% revenues growth in the first year.
- Established strategic partnerships with suppliers, planned production, and implemented JIT.
- Reduced inventory carrying cost by 40% thru forecasting monthly sales with 95% accuracy and utilizing JIT techniques.
- Effectively planned and managed an office expansion project from its inception on to its completion by 20% under budget.

**Droughns Services, Inc.**

**Aug. 2000 to Feb. 2003**

**Accounts Manager**

Oversaw accounting records such as by tracking general ledgers, managing bank reconciliations and maintaining inventory for companies such as small service businesses to mid-size corporations for this customized accounting solutions provider. Oversaw cash flows to identify problem areas and develop solutions to improve cash flows for clients. Responsible for posting adjusting entries. Prepared income statements and balance sheets for multiple clients on a quarterly basis. Tasked with processing payroll on a weekly basis. Filed quarterly payroll reports, 1099 Statements, W2, and W3 annually for clients. Prepared sales tax and income tax returns. Produced use tax schedules for purchases subject to use tax.

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***Consulting Experience***

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**Accounting & Tax Consulting Services**

**Mar. 2006 to Present**

**Part-time Accounting Consultant**

Provided accounting consultation and tax preparation services to multiple start-up companies and individual clients. Managed the company's fixed assets schedules and posted adjusting entries. Closed books on a monthly basis. Maintained accounting records for various types of businesses. Tasked with preparing sales tax Returns. Processed payroll. Prepared 1099 statements and income tax returns for corporations. Produced pro-form financial statements for multiple years.

- Developed five-year pro-fom financial statements include income statements, balance sheets, and cash flows statements to allow start-up companies to procure capital financing from venture capitalists.
- Responsible for preparing income statements, balance sheets, cash flows statements, and consolidated statements for a multi-national corporation.
- Produced PowerPoint slides for the Board of Directors of start-up companies on pro-form financial statements to compare actual results with forecasts and annual plans.
- Created Excel templates to calculate machine utilization for multiple products using a set of fixed assets.

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***Education & Professional Development***

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BS, Business Administration  
AS, Accounting  
Certification, CTEC Registered Tax Preparer

**San Jose State University, San Jose, CA  
De Anza College, Cupertino, CA**