



Sandra Thompson

Business Manager

CONTACT INFORMATION



(480) 555-0124



garrett.okonkwo@example.com



Tempe, AZ 12345

EDUCATION

M.B.A., Finance concentration,
Arizona State University, 2013

B.S. in Business Administration,
University of Texas at El Paso,
2008

Certified Management
Accountant (CMA), 2016

KEY SKILLS

- P&L and balance sheet ownership
- Bank and surety relationships
- Audit preparation
- Accrual accounting transition
- M&A diligence support
- Multi-state payroll
- NetSuite and Sage Intacct
- Power BI and Tableau
- Leadership team reporting
- Vendor and insurance negotiation
- Team leadership (6+ direct reports)

ABOUT ME

Senior business manager with 15+ years leading finance, HR, and operations for mid-market companies in construction, healthcare services, and franchising. Has taken two companies from owner-run bookkeeping to audited financials and bank-grade reporting. Reports to CEO/owner and sits on the leadership team.

PROFESSIONAL EXPERIENCE

Senior Business Manager

Kessler-Vance Mechanical Contractors, Tempe, AZ | 2019 - Present

- Run finance, HR, and IT for a 110-person mechanical contractor with \$26M annual revenue.
- Led the move from cash-basis bookkeeping to accrual accounting and the first external audit; clean opinion in year one.
- Restructured the bonding program with two sureties; raised single-project capacity from \$3M to \$9M.
- Manage banking relationship and a \$4M line of credit; renegotiated rate cut of 75 bps at last renewal.
- Direct a team of 6 (controller, HR generalist, AP/AR, IT lead) and own the leadership team's monthly KPI review.

Business Manager

Sentinel Home Health Network, Phoenix, AZ | 2014 - 2019

- Joined a 4-clinic agency at \$6M revenue; supported owner through growth to 9 clinics and \$19M before sale.
- Built the budgeting and forecasting process the buyer's diligence team described as the cleanest part of the file.
- Negotiated the EMR contract and three insurance carrier agreements during expansion.
- Owned payroll for 180 caregivers across two states, including a tricky overtime reclassification in 2017.
- Stayed on six months after acquisition to integrate finance into the parent company's NetSuite tenant.

Business Manager

Marisco Quick Lube Franchising, Albuquerque, NM | 2010 - 2014

- Oversaw operations for 11 franchise locations; consolidated weekly sales and labor into a single owner report.
- Caught a \$112K payroll tax misclassification during a 2012 review and worked the IRS abatement.
- Standardized vendor pricing for oil, filters, and uniforms across all stores.
- Hired and trained the first regional manager so the owner could step out of daily operations.

Operations Analyst

Brightline Logistics Co., El Paso, TX | 2008 - 2010

- Built routing and labor variance reports for a 60-truck fleet.
- Supported the controller on month-end close and quarterly bank package.

- Identified a fuel surcharge billing gap that recovered around \$80K in the first quarter after rollout.