



Poppy Bernasek

Qualifications Summary

Dedicated and hands-on financial professional with over twenty years of experience with small, medium, and global companies. Diverse industry experience including manufacturing, research and development, technology, property management, and insurance. Results-oriented, bringing knowledge of the bigger picture, but with great attention to detail, organization, and clear communication.

Core Expertise

Financial Statement Reporting & Analysis • GAAP • Month End Close • Budget • Revenue Recognition • Accounts Payable/Receivable • Payroll and Benefits Administration • Fixed Assets • Treasury • Software Implementations • Inventory Management • Forecasting • Human Resource Management • Job Costing

Professional History

Accounting Solutions Partners	Consultant	2019-Present
JPB Consulting	Financial Consultant	2006-Present
Calypte Biomedical Corp	Accounting/Finance and HR Manager	2009-2019
The Union Block Building	Accountant	2006-2014
Thompson Associates Tax Services	Tax Preparation	2005-2006
Intel Corporation	Senior Financial Analyst	2000-2002

Accomplishments

- Performed all HR functions including: recruitment and selection of employees, employee training and development, and compensation and benefit management.
- Managed the accounting function including account reconciliations, budgets, and preparation of financial statements.
- Perform all AR, AP, inventory management, and support to external auditors.
- Collected and analyzed all spending and headcount for the motherboard division at Intel (\$50M/yr., 500 HC).
- Measured and reported actual spending to budget and reported back to upper management.
- Communicated and influenced key financial issues to management.
- Reduced costs and debt by over 50% in the first year with the team at Calypte Biomedical.
- Assisted with division process improvements and efficiencies, \$6M reduction target achieved.

Education / Licenses / Memberships

- Masters in Business Administration (MBA), Willamette University
- Bachelor of Arts, International Studies and French, Willamette University

Software

- QuickBooks Desktop/Online, Quicken, ACCPAC
- Microsoft Excel, Word, and Access