



## Joan Manzo, CPA

### Associate of The Dayton Group

**Specialized Skills:** Management Information Systems, Accounting

**Education:** MBA, Business Administration—University of Dayton  
BS, Accounting—Wright State University  
CPA (Certified Public Accountant) —1984

**Current:** Consultant responsible for implementation of MRP Material System (WinMAGI) and upgrading MIS applications through database utilities. Enhanced MIS Material & Financial System and Material System applications through database utilities. Experience with Deltek Costpoint system & Cognos Impromptu Report Writer. Developer of EXCEL models to facilitate financial plans and budgets.

### Prior Experience:

#### **Material/Traffic Manager** (1997—1998) **TRACOR AEROSPACE (Austin, Texas)**

A supplier of electronics to government and industry. Tracor purchased the military products division of SRL in 1997. Responsible for transition operations as Tracor moved production from Ohio to Texas. Directed movement of 15000 stocked items and all material system data (part, BOM, inventory information, etc.) Developed PC (ACCESS) applications to replace mainframe legacy systems.

**Material/Traffic Manager** (1996—1997) **SYSTEMS RESEARCH LABORATORIES (Dayton, Ohio)** Responsible for material control including shipping, receiving, mail, stockroom and led ISO 9000 implementation. Supervised eight employees. Began ISO 9000 implementation. Supervised eight employees. Achieved record inventory accuracy levels - 98% cycle count accuracy and year-end book adjustment of \$2000 on 1.5m inventory level. Consolidated customer-owned material with regular stock due to excellent inventory accuracy levels.

**MIS Manager** (1994—1996) **SYSTEMS RESEARCH LABORATORIES.** Responsible for MIS development staff. Converted all financial files to user accessible data files. Supervised two programmers who worked in fourth generation languages. Developed Functional Specification for year 2000 compliant division Management Information System adopted and utilized by a corporate MIS Implementation Team resulting in delivery 3 months prior to the targeted date. Converted financial system from two-week processing schedule to one-week schedule resulting in near real-time reporting of data. Developed database applications to support: Contract Management and Accounts Receivable tracking; Repair Tracking and Product Reliability; and Quality Inspection record systems which resulted in consistent accurate on-line data. Researched document imaging and retrieval systems to replace manual filing systems resulting in a facility reduction.

**MMCS Material Manager** (1988—1994) **SYSTEMS RESEARCH LABORATORIES.** Responsible for implementing material control system for the manufacturing and service segments of the company resulting in 4-week reduction in procurement process cycle time. Developed and integrated flowchart procedures using workflow methodology. Used these flow diagrams to train department personnel in use of MANMAN material control system. Developed and instructed user training sessions on UDMS (a fourth generation user tool). Developed supporting applications (Proposal Tracking and Proposal Preparation Databases), which resulted in record performance on production contracts (increasing profit by 5%). Created on-line interface bridges from material system to existing financial systems, which eliminated errors caused by redundant data entry and duplicate vendor payments. Worked with user groups to enhance MMCS and monitored system/employee performance with accuracy and time metrics.

**Prior Experience:**

***Project Leader*** (1986—1988); **SYSTEMS RESEARCH LABORATORIES**. Implemented real time interactive project management system (EASYTRAK) on Digital VAX. Designed interface system to transfer actual costs from financial systems (payroll, accounts payable and overhead) to project management system. Developed database applications to replace manual generation of customer reports resulting in increased accuracy, more timely reporting and labor savings of 30k per year.

***Operations Analyst*** (1982—1986) **SYSTEMS RESEARCH LABORATORIES** Completed operational improvement review which resulted in software modifications, procedure changes and form revisions. Wrote Corporate Procedures Manual and developed computer center contingency, backup and disaster recovery procedures.

***Assistant Director of Finance*** (1981-1982) **UNITED WAY OF GREATER DAYTON, INC.** (Dayton, Ohio). Managed all data processing, internal audit and budget operations. Developed plans to interface accounting/campaign systems to replace stand-alone systems. Performed audits to measure adequacy of procedures and compliance with procedures.