



Dale Burtner • 2nd

Networking

Badger Daylighting Corporation • University of Indianapolis
Indianapolis, Indiana Area • 133

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Experience



US Manager of Finance / Administration

Badger Daylighting Corporation

Jul 2007 – Feb 2018 • 10 yrs 8 mos

Brownsburg, Indiana



Accounting Manager

Noble Roman's Inc.

Feb 1996 – Jul 2007 • 11 yrs 6 mos

Indianapolis, Indiana Area

Supervised 12 Full Charge Bookkeepers and managed all aspects of accounting for several corporations with a single paymaster.

Education



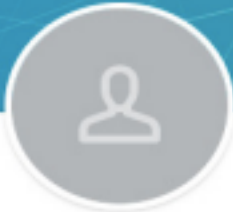
University of Indianapolis

Bachelor of Accounting and Finance, Accounting and Finance

2006



Emmerich manual high school



Dona Manship, PMP, PHR, SHRM-CP
HUMAN RESOURCES PROFESSIONAL

Badger Daylighting Corp • Lockyear Business College
Indianapolis, Indiana Area • 110 ~~88~~

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Employee Relations/Retention | Payroll/Benefits Management | Human Resources Operations
Accomplished Human Resources Professional with 20+ years of progressive experience in Human Resou...

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Experience



Manager, HR Systems

Badger Daylighting Corp

Jun 2017 – Mar 2018 • 10 mos

- Promoted to Manager, HR Systems in June 2017. Responsible for both US and Canadian systems.
- HR Lead in workshops to identify vendor for new corporate common technology platform.
- Developed HR metrics and KPI's for monthly/quarterly Board reports.
- Achieved Project Management Professional Certification



U.S. Corp Human Resources Manager

Badger Daylighting Corp

May 2013 – May 2017 • 4 yrs 1 mo

Brownsburg, IN

Built HR department for US operations for rapidly expanding company. Company increased from 580 employees with operations in 23 states, to 1260 employees with operations 38 states. Maintained department headcount of 12 during tenure in this role.

Conducted all discrimination, harassment and EEO related investigations across the country and defended all EEOC and related complaints.

Managed employment litigation, including working closely with legal counsel, to determine litigation tactics and recommend settlement strategies.

Oversight of implementation of electronic time capturing system to streamline payroll processing from manual paper process.

Developed processes for month end reconciliations of all payroll and benefit related GL accounts.

Designed applicant tracking system to transition company to online application, recruiting and onboarding processes.

Assisted in development of affirmative action plan for regional location.

Managed, designed, and negotiated renewals of employee benefit plans to include medical, dental, vision, HSA, FSA, life, AD&D, STD, LTD, and 401(k).

Implemented Predictive Index system as part of recruiting strategy for management, business development and administrative staff.

Managed annual performance review, merit increase, and bonus programs.



Amy Corbett CPA, CGA • 3rd
Corporate Controller at Chatters Limited Partnership
Chatters Limited Partnership • CGA Alberta
Canada • 231

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Experience



Corporate Controller
Chatters Limited Partnership
Mar 2018 – Present • 2 mos
Red Deer, AB



Canadian Controller
Badger Daylighting Inc
Aug 2014 – Mar 2018 • 3 yrs 8 mos
Red Deer, AB



Operations Accounting Manager
CWC Well Services Corp.
Apr 2011 – Jul 2014 • 3 yrs 4 mos



Controller
Victory Rig Corporation
2008 – 2011 • 3 yrs



Evan Litke • 3rd

Experienced Corporate Manager looking for a new opportunity
Badger Daylighting Corp • Indiana University - Kelley School of Business
Indianapolis, Indiana Area • 353 [🌐](#)

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Experienced Manager with a demonstrated history of working in various corporate industries. Strong Finance background with professional skills in Business Planning, Operations Management, Sales, Marke...

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Experience



U.S. Credit Manager

Badger Daylighting Corp

Aug 2016 – Apr 2018 • 1 yr 9 mos



Accounts Receivable Manager

Ambu A/S

Jan 2015 – Jul 2016 • 1 yr 7 mos

- Manage daily operations for all Accounts Receivable functions
- Manage cash applications to ensure all cash receipts are applied appropriately
- Construct processes and procedures for evaluating customer financials and setting or changing credit limits
- Display expertise at all levels of credit, collections and cash applications
- Monitor orders of customers with credit issues to either release orders or allocate holds