

SUE DOLEZAL *Controller*

EDUCATION

Bachelor of Arts - Business Administration – Portland State University 1978
Associates Degree – Marketing – Mt. Hood Community College 1975

PROFESSIONAL CERTIFICATIONS

- Consumer Credit Counselor Certification (NFCC)
 - Dun & Bradstreet Credit and Financial Analysis 1-5
 - NACM Credit Analysis Certification
 - Intuit Certified ProAdvisor – yearly recertification
 - Enterprise Solutions
 - QuickBooks
 - Notary Public – State of Oregon
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AWARDS

SBA Small Exporter of the Year, 1997 – Woodland Timber Company, Inc. Alzheimer’s Association Central Oregon – 2002, 2004, 2007

PROFESSIONAL EXPERIENCE

ENERGYneering Solutions, Inc., Sisters, OR (2009-Present)
CONTROLLER

Central Oregon Strapping Supply, Bend, OR (1992-2010)
CO-OWNER

- Provide all bookkeeping and accounting
- Inventory auditing

Woodland Timber Company, Inc., Portland, OR (1989-2002)
(\$14 million yearly sales)
CONTROLLER | TREASURER

- Developed financing for export trade company
- Established LOC’s through normal banking relations and factoring companies
- Provide all accounting and support for yearly (bank required) audit
- Managed inventory costing of remanufactured lumber. Developed inventory and cost system using Dbase software.
- Direct all export documentation presentation and signed off on all documentation packages
 - Direct sale
 - Cash Against Document (CAD)
 - Letter of Credit (LC)
- Managed support staff, including HR and payroll
- Traveled to remanufacturing points and sawmills in the U.S. and Canada producing custom products for export



**PROFESSIONAL
EXPERIENCE**
(continued)

Pope & Talbot, Inc. Wood Products, Portland, OR (1976 – 1989)

(Credit and Collection \$500 million year sales)

CREDIT MANAGER | INVOICING DEPARTMENT MANAGER

- Credit analysis and authorization of credit to \$500K
- Collection of accounts by the necessary means
- Accounting, reported to Corporate Treasurer
- Customer relations travel with sales department and Vice President of Sales and Marketing
- Manage Dun & Bradstreet and Lumberman's Red Book credit ratings
- Manage and supervise invoicing department, supervised 2 person message center
- Manage consistent and accurate flow of information to outside auditors for yearly audits for publicly traded company
- Customer account reconciliations and claim resolution
- Direct all export documentation presentations and signed off on all documentation packages
 - Direct sale
 - Cash Against Documents (CAD)
 - Letter of Credit (LC)
- Position Review Team Member
- Required travel an average of two weeks each month in the U.S. and internationally
- Position included requirement for Lumber grading classes and certification to be fluent in lumber terminology and grade claim issues.
- Provided credit and collection support to Paper Division (White Gold) Work with corporate banks in capacity requested.

**TECHNICAL
EXPERTISE**

Current Software Certifications:

- Enterprise Solutions
- QuickBooks

**AFFILIATIONS &
MANAGEMENT
EXPERIENCE**

VOCATIONAL ORGANIZATIONS AND ASSOCIATIONS: (PAST AND CURRENT)

- COCC SBA Exporters Group | Advisor
- National Association of Forest Products Credit Managers (twice, past national chairman)
- National Association of Credit Managers
- Oregon Association of Credit Managers
- Portland Credit Women's Group
- Wholesale Lumber Credit Group – (past chairman)
- Intuit ProAdvisor
- National Association of Certified Public Bookkeepers
- Intuit Focus and Software Testers group



**AFFILIATIONS &
MANAGEMENT
EXPERIENCE**
(continued)

OUTSIDE ORGANIZATIONS & AFFILIATIONS:

- Alzheimer's Association of Central Oregon Walk – Dog Walk Chairman 2002-2009
- Deschutes County Search and Rescue Foundation Board – Treasurer (3, two year terms)
- Deschutes County Sheriff's Posse
- Deschutes County Sheriff's Search and Rescue – Incident Management Team
- National Association of Certified Public Bookkeepers
- Mt. Bachelor Kennel Club –Publicity Director
- Therapy Dogs, Inc. – Tester/Observer
- National Animal Assisted Crisis Response – Member and Regional Director
- Deschutes County ARES

OTHER MANAGEMENT EXPERIENCE:

- Export documentation and freight forwarding
- Export Traffic (truck/container/breakbulk)
- Invoicing and receivables
- 501 (c) 3 Accounting and tax filings

**EMERGENCY
MANAGEMENT**

- ICS 100, 200, 300, 400, 700 certifications
- Search & Rescue (SAR) Operations Manager
- SAR Mapping/Planning
- ARES (Amateur Radio Emergency Service Member)
- State of Oregon SAR Certified
- Deschutes County SAR Certified
- Medical and CPR/AED Certified
- Deschutes County Emergency Services