

# NORTHFIELD TOWNSHIP

---

## MEMO

**To:** Northfield Township Board  
**From:** Lenore Zelenock, Marlene Chockley and Jennifer Carlisle  
**Date:** 4/20/2017  
**Re:** Controller position

---

Dear Township Board,

We conducted 8 interviews for the Controller position. At this time we would like to recommend for hire Yvette Davis at a rate of \$45.00 per hour to work an average of 20 hours per week. Pending Board approval, Yvette would be able to begin in the office on May15th. Her resume is attached.

Sincerely,

Lenore Zelenock – Twp. Treasurer

Marlene Chockley – Twp. Supervisor

Jennifer Carlisle – Administrative Assistant

# Yvette Patrick

Phone: [REDACTED] Westland, MI 48185  
Email: [REDACTED]

**Objective:** To obtain a full time where I can utilize my proven accounting, human resource and employee management background, coupled with demonstrated project management success. To become part of a winning team, bringing a unique perspective and enhancing an organization.

## Summary of Qualifications and Skills:

- Highly developed skills and familiarity with working in a team environment.
- Experience managing all aspects of human resources communication, as well as correspondence with Federal and State agencies.
- Demonstrated experience in assembling budgets, forecasts, expenses, and overall financial planning.
- History of effective communication both verbal and written form with people from diverse backgrounds and all walks of life, while maintaining confidentiality.
- Expert with Quickbooks Payroll and entire Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.

## Professional Experience

### **The Good Steward Company – Partner Clinton Township, MI**

**November 2016 - Present**

- Small Business Consultant working with local small businesses in the following areas:
  - Grant Writing
  - Human Resources
  - Fundraising
  - Donor Management
  - Accounting Services
    - Budgeting
    - Accounts Payable
    - Accounts Receivable

### **General Filters, Inc. – Senior Accountant Novi, MI**

**June 2016 - Present**

- Oversight of all accounting functions including accounts receivable, accounts payable, bank reconciliations, payroll, year-end closing and financial reporting.
- Consolidation of Monthly International Financial Reports for multiple subsidiaries.
- Working with consultants and third parties to oversee tax preparation for International Manufacturing Company with multiple subsidiaries.
- Oversight of Financial aspects of Inventory Reconciliation.
- Responsible for all general ledger entry, analysis and adjustments using the accrual method of accounting in accordance with Generally Accepted Accounting Principles (GAAP). This includes monthly balance sheet and income statement adjustments and analysis.
- Internal human resource representative, administering employee benefits, department of labor changes, compensation review and disciplinary actions.

### **Trinity Community Care – Executive Director Shelby Township, MI**

**June 2015 – June 2016**

- Oversee operations for free medical and dental clinic by creating business infrastructure, implementing healthcare best practices and building sustainable funding model through donor cultivation, grant writing and other means..
- Manage clinical and administrative volunteer staff in accordance with legal, financial and healthcare guidelines.
- Assist in building board governance model and equipping board of directors with operational insight.
- Build community awareness in healthcare needs, current laws and changing policies.
- Manage all human resources, financial, legal and operational business matters.
- Advocate for the poor and uninsured, while staying current on healthcare trends and legislation.
- Build strategic partnerships with local health systems, businesses, government bodies and other potential supporters through time, funding or other means.

### **MOST Ministries – Business Manager Ann Arbor, MI**

**April 2011-May 2015**

- Assist with annual budgeting, forecasting, financial planning, and reporting for international outreach ministry.
- Human Resources coordinator managing employee benefits, health insurance, compensation and communications with Federal and State government offices.
- Managed all aspects of day to day accounting responsibilities including accounts receivable, accounts payable, and payroll processing.
- Key point of contact for IT related issues, set up, and network maintenance.
- Property management liaison for ministry and tenants.

**MOST Ministries – Team Administrator**  
**Ann Arbor, MI**

**January 2014-May 2015**

- Responsible for planning travel, lodging, meals, and all logistical concerns for mission trips throughout South and Central America.
- Training coordinator for Team Leaders, as well as managing recruiting efforts to place leaders and volunteers on mission teams.
- Developing reporting metrics and tracking team statistics, progress, and road maps for training and improvement programs.
- Facilitate, manage, and lead ministry and mission meetings, providing recaps, materials, and organizing communications and materials.

**Brown and Brown of Detroit Insurance Agency - Administrative Assistant**  
**Sterling Heights, MI**

**August 2010 – April 2011**  
**June 2005 – November 2007**

- Performed accounts receivable functions such as receiving and depositing cash, recording transactions, balancing and reconciling accounts.
- Managed accounts payable functions including payroll distribution and auditing vendor invoices, including direct bill and commission statements.
- Provide timely and accurate explanations of variances or discrepancies between forecasts and final financial results.
- Responsible for data entry, physical inventory counts and auditing, as well as assisting with annual budget and forecast planning and presentations.

**Education**

Fraser High School - Fraser, MI

August 2001 – May 2005

*Diploma*

Albion College - Albion, MI

April 2005 – May 2007

*Major: Accounting/Business Administration*

University of Michigan-Dearborn - Dearborn, MI

August 2007 – December 2010

*Bachelor's Degree, Accounting*

*Minor: English*

**Certifications**

Currently pursuing Certified Management Accountant (CMA) and Professional in Human Resources (PHR) Certifications.