

MICHELLE JORDAN

(512) 800-9511, michelle@jordanoffice.biz

- Proven builder and problem solver – develop efficient and innovative solutions
- Expert in finance/accounting – managed budgets in excess of \$1 Billion Dollars
- Creative innovator with deep skills in operations
- Recruiting, developing, and managing staff – develop loyalty and personal commitment in staff

Bachelor of Arts Accounting, St. Edwards University, Austin, Texas

Member, American MENSA - the High IQ Society

Commissioned Texas Notary and Certified Signing Agent by the National Notary Association

EXPERIENCE:

Consulting Services, Austin, TX, May 2004 – Present

- Virtual CFO services for small businesses using QB Online, including general accounting, budgeting, cash management, collections, HR, payroll/payroll reporting (including multi-state payrolls), financial reporting and tax workpapers. Mergers/acquisitions proposals, financing packages, strategy development.
- Assisted in several data migrations to QB Online from Quickbooks Desktop, Sage and Peachtree
- Financial reporting for the US Virgin Islands, including RTPark requirements
- Prepared and got approved Act 20 application for tax benefits for a company exporting from Puerto Rico.
- Prepared and received approval for 4 of 4 company COVID-related PPP Loan applications from the SBA.
- Contracted to prepare Annual Financial Reports for the TX Dept. of Health, MHMR, and TCADA
- Provided recruiting services for clients in multiple states for science, engineering, and management positions. Full range of the recruiting process from job order marketing to candidate placement.

Executive Director, Find Local Storage LLC, Bellingham, WA and Austin, TX, Feb 2017 – March 2020

- Direct web development for system enhancements and ongoing maintenance
- Strategy development for search engine optimization (SEO)
- Business development strategies to recruit new member storage facilities including social media marketing, trade shows, direct mail, phone calls, and email marketing.
- Implemented a new affiliate marketing program to drive traffic to the site, including development of affiliate program parameters, specialized images for affiliates, and affiliate marketing campaigns.
- Facilitated data cleanup and content changes to improve SEO and page rank on search engines.

Executive Director, Texas Emergency Services Retirement System, Austin, TX, Sept 2013 – June 2016

- Reported to a nine-member board appointed by the Governor.
- Designed a mechanism that led the System from an unstable position to an actuarially sound position.
- Secured ongoing baseline funding from the legislature, funding for new strategies for marketing and program monitoring, and authority for hiring additional employees.
- Led development new pension system application, including requirements, testing, and data migration.
- Built relationships with legislators, oversight bodies, and various trade associations, in addition to branding the agency as a beacon of customer service, innovation and efficiency.
- Led a comprehensive rule review process, bringing in stakeholders for input in the process.
- Developed new marketing/recruiting function to attract new member departments around the state.
- The System's 2016 survey of members on customer service showed a 100% satisfaction rate.

Controller, Go Local Interactive LLC, Austin, TX, March 2011 – August 2013

Responsible for multi-million dollar budget and advising partners on administrative matters, in addition to accounting, budget, human resources, financial reporting, multi-state payroll/reporting, forecasting, and policy development. Reported to three partners. Developed banking and client relationships. Broad authority to design administrative and support functions for this startup.

Chief Financial Officer, Texas Department of Agriculture, Austin, TX

Senior Financial Analyst, Texas Comptroller of Public Accounts, Austin, TX

Director of Accounting, Texas Juvenile Probation Commission, Austin, TX