



Alice Greenan
CFO/COO Consultant
WorkPlace Dynamics, Inc.
860 A Waterman Avenue
East Providence, RI 02914
Office: (401) 433-0045
Alice@WPlaceD.com
www.WPlaceD.com

Professional Statement

Apply my financial knowledge as well as my business operations, office, and human resource expertise for the success of a corporation and non-profit organization

Experience Summary

- Chief Financial Officer
- Chief Operations Office
- Human Resource Manager
- Business Manger

Education

- Associates Degree in Accounting, Community College of Rhode Island, 1992
- Associates Degree in Computer Science, Community College of Rhode Island, 1990

Financial Technology

- Peachtree
- QuickBooks
- One Write Plus
- Excel
- Microsoft Office software packages

Professional Experience

WorkPlace Dynamics East Providence, RI 2007 – Present

WorkPlace Dynamics' clients Include:

Rhode Island Council for the Humanities, Providence, RI—2008-Present

- **Bookkeeper/CFO Consultant**, responsibilities include: rewrite accounting system after a major flood as well as past incomplete- recordkeeping practices; prepare annual audits and work with an independent consultant to the Board to resolve financial issues with Federal Grants.

Elmwood Foundation, Providence, RI—2007-Present

- **Bookkeeper/CFO Consultant**, responsibilities include: provide financial guidance to the organization and its Board; work with interim Executive Director in a merger initiative with another non-profit organization; prepare organization for annual audits, and serve as the liaison between the Treasurer and Executive Director, and continually maintain financial records of the organization.

Express Wireless, LLC, West Warwick, RI—2005 to 2007

- **Financial Director**, responsibilities include: provide financial direction to the organization and work closely with the company's CPA on tax matters; office operations management and supervise office personnel and IT functions; human resource management including: personnel records, employee benefits and 401(k) administration.

Manisses Communications Group, Inc., Providence, RI, 1997-2005

- **Business Manager**—responsibilities include: contract negotiations, purchases, human resource manager, employee benefits administration, work with the outside CPA and facilitate closing of the business including dispositions of all equipment and final filings.

Community Service

St. Rose & Clement Church

- **Campaign Manager**—responsibilities include: develop a \$2million capital campaign; establish protocol, reporting systems, and coordinate fund-raising efforts that provide the church with the necessary funds for restoration work.
- **Eucharistic Minister**

Samaritans

- **Past member of the Board of Directors**

Traveler's Aid Kids Call Hotline for runaway children

- **Call counselor**