

Your Name, CPA
Address, Phone and Email

Professional Experience:

2000 to 2004

Chief Financial Officer * DynTek, Inc. (Nasdaq:DYTK) Irvine, CA

- Executive Vice President and CFO of an information technology (IT) services company, providing IT and outsourced services to state and municipal government customers
- Coordinate acquisitions, mergers & divestitures, including due diligence and the establishment of deal terms. Through a combination of internal growth and M&A activity, the Company grew from approximately \$10M to over \$100M in annual revenues, with over 250 employees.
- Supervise VP Finance & Controller, managing an accounting department of approximately 10. Also managed human resources staff (3) and the internal IT support staff (3)
- Prepared and submitted all SEC reporting and securities registration filings, including 10K, 10Q, 8K and registration statements. Interfaced with the SEC on accounting issues and clarifications.
- Coordinated multiple capital raises for the Company, primarily through the private placements of public equity securities (PIPE).
- Administered the employee stock option plans and Company warrants
- Member of the board of directors, including two inside directors and three independent directors. Set agenda for board meetings and coordinated the content and documentation of the meetings. Coordinated special committee activities of the board as needed.

1996 to 1999 **Chief Financial Officer * CompuMed, Inc.** (Nasdaq:CMPD)

Manhattan Beach, CA

- Principal manager of finance & accounting, sales and service and R&D operations
- Assumed President responsibilities on an interim basis due to vacancy (two years)
- Company sells electrocardiograph (ECG) units and provides analysis & interpretation services; and also performs research, development and prototype building of a medical device for bone mineral density testing. The ECG units sold were modified (light manufacture) to transmit results to the Company's central processing center. The Company would then arrange for ECG over-reads by cardiologists as needed.
- Coordinated and supervised research efforts in the development of a bone densitometer used for the detection of osteoporosis, by utilizing a radiograph of the hand. Used outside research institutions as well as internal software developers.
- Coordinated FDA communications and the application process, leading to the approval for use as a medical device.
- Developed and administered outside research agreements with institutions.
- Coordinated equity placements and securities registrations
- Performed all SEC reporting and Nasdaq listing requirements.

1991 to 1996 **Chief Financial Officer * Universal Self Care, Inc.** (NASD:USCI, TDEO)

Van Nuys, CA

- Coordinated initial public offering (IPO) in 1992. Through internal growth and acquisitions, increased the size of the company from about \$5M in annual revenues to \$60M+, with over 200 employees.
- Company sold diabetes-related medical supplies nationwide, involving medical third-party reimbursement, pharmacy operations, retail stores and field service representatives

- Conducted two significant mergers, along with a number of small business acquisitions. Performed due diligence and coordinated deal terms and closing.
- Responsible for all financial accounting & reporting, SEC reporting, financing transactions, mergers & acquisitions due-diligence, administration and legal issues
- Supervised Controller & Assistant Controller managing an accounting staff of 10; and third-party Billing Supervisor of staff of 15.
- Managed pharmacy operations and license requirements in CA and VA.
- Implemented an inventory control system which tracked both pharmaceutical and non-pharmaceutical items, on a national basis.
- Managed multiple remote operations locations.

1987 to 1991 **Chief Financial Officer/VP Client Service * Science Dynamics Corp.** Torrance, CA

- Senior executive officer responsible for accounting & finance, contract administration, field client services and software support response center. Started as the Company's CFO, and then assumed management of the Company's client services operations.
- Company developed software for large medical clinic patient management and billing systems.
- Managed the phase-out of older products, while introducing a new software system.
- Arranged and coordinated beta test sites for new product
- Formed a strategy for the sale of this private company to a larger company. Targeted strategic buyers and coordinated due diligence and sale terms. Assisted in the transition of the Company to the new owners.

1984 to 1987 **Controller * XENIA Foods** Los Angeles, CA

- Import/export and wholesale distribution of nuts, dried fruits and produce.
- Implemented a sophisticated inventory control system which allowed for work-in-process pricing and future sales orders against inventory not yet purchased.

1981 to 1984 **Certified Public Accountant (CPA) * Price Waterhouse** Los Angeles, CA

1979 to 1981 **Financial Analyst * Litton Industries Corporate Treasurer's Office** Beverly Hills, CA

Education:

1981 Master's of Business Administration (**MBA**) * University of Southern California
1979 Bachelor of Science (**BS**), Finance * California State University, Northridge

Teaching Experience:

2004 **Intermediate Accounting**, El Camino Community College
2004 **Corporate Finance**, Loyola Marymount University MBA summer program.
1983 **Accounting**, Santa Monica College