

Phyllis Matyjewicz

20 Nugent Drive • Clifton, NJ 07012 • Mobile: (551) 655-2001 • phyllism@gapent.com • www.gapent.com

Phyllis Matyjewicz

Areas of Practice

Asset & cash management
Auditing, accounting & administration
Bank & factor relations
Budgeting
Computer-based information systems
Condominium Associations
Credit and collections
Due diligence (VCs & IPOs)
EDI
Insurance & benefits
Investment management
Payroll and personnel
Purchasing
Taxation
Warehouse operations

Industry Lines

Accounting Firms
Apparel Manufacturing/Importing
Consulting-Business Advisory
Financial Services
Law Firms
Manufacturing/Importing
Retail
Not-For-Profit
Property Management
Technology Services

Technology Applications

Apparel software - various
ACCPAC
FRX Report Writer
Great Plains Accounting
Knowledge Point Employee Manual
MAS90
Microsoft Excel, Word, Access, PowerPoint
QuickBooks
Solomon
Timeslips
Turbo Tax

Education/Qualifications

- Hunter College - Liberal Arts
- Certified Quickbooks Consultant
- Certified Timeslips Consultant
- H & R Block - Income Tax Course
- Management Effectiveness training classes

Professional Experience

A.H Schreiber, New York, NY

(6 Years)

Director of Finance and Administration of this manufacturer of quality women's and children's swim apparel with offices throughout North America.

Hanro USA, New York, NY and Switzerland

(6 Years)

Director of Finance, Administration, Operations and Retail Outlet of the U.S. division of this Swiss manufacturer of men's and women's intimate apparel reporting to the President.

Standard Reserve Holding Limited, Atlanta & Tortola, BVI

(2 Years)

CFO of this global, online, real-time financial transaction service company. Responsible for all accounting, financial controls, due diligence, currency exchange, investment management, cash management, and supervision of accounting and administrative staff.

iVillage.com/FamilyPoint.com New York and La Jolla, CA

(2 Years)

Director of Finance of this Internet-based publicly traded company, responsible for all accounting, financial controls, collections, cash flow, and supervision of sales, accounting and administrative staff.

Chantelle Lingerie, New York and France

(5 years)

Division Controller of the U.S. division of this French manufacturer of women's intimate apparel.

States Nitewear Inc., New York

(5 Years)

Corporate Controller of this manufacturer of women's sleepwear and intimate apparel comprised of three divisions, three factories and offshore production.

Jennifer Dale, Inc., New York

(3 years)

Controller of this manufacturer/wholesaler of junior sleepwear comprised of nine companies and four factories.

Putumayo Inc., New York

(3 years)

Controller/Operations Manager of this manufacturer/wholesaler/retailer of women's apparel, comprised of three divisions and three stores.

Principal Areas of Practice

Phyllis is a multi-faceted Senior Executive with progressive and diversified hands-on experience in finance, controls, accounting and administration, demonstrating strong analytical and organizational skills. Experienced in a wide array of functions and areas including due diligence and reporting necessary for venture capitalists and/or IPOs, asset and cash management, investment management, bank and factor relations, insurance and benefits, budgeting, general accounting, auditing, reporting, taxation, credit and collections, computer-based information systems, purchasing, warehouse operations, EDI, payroll and personnel.

Major Projects

Startups & Growth Businesses

- Worked with venture capital firms and market makers to help two companies with IPOs, raising \$millions.
- Managed due diligence that allowed startups to be purchased by major companies.

Finance and Operations

- Designed internal controls to manage affiliated agency offices worldwide.
- Introduced continuous improvement and quality management programs.
- Improved cash collections from 120+ days past due to 45 days (94% current).
- Established a system for reclaiming of charge backs.

Technology

- Implemented new apparel manufacturing technology solution, including the necessary controls and staff training.
- Trained professionals on the use of time & billing software