

ELIZABETH VERA - SEMION

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SUMMARY OF QUALIFICATIONS

Dynamic Senior Management professional with experience coaching, building and directing best in class organizations in startups and multinationals. Strong communicator with client needs assessment aptitude and problem resolution skills.

CORE COMPETENCIES

- Business Coaching
- Generalized Start Up Management/Support
- Financial Planning, Reporting & Analysis
- Supply Chain/Operations Effectiveness
- SOX Compliance
- Planning and Organizational Leadership
- Risk Assessments
- Process and Change Management
- Complex Program Management
- Specialized Talent Recruitment

EXPERIENCE

Verea & Associates (privately owned consulting firm); Nov.2012 to present; Los Altos, CA

Principal

- Executive and Management Coaching in support of consulting engagements
- Conducted risk-based assessment of small business in therapeutic industry.
 - ⇒ Included organizational and financial assessment & business process review.
 - ⇒ Drove creation of analytical tools to support business decisions
- Oversight of financial & process improvement projects for small business including:
 - ⇒ Multiple year cash to accrual conversion project
 - ⇒ Development of automated reports & templates per business needs
 - ⇒ Establishing key metrics for business/department support
 - ⇒ Review of company's purchasing processes
 - ⇒ Development of quantitative models and analytic tools
 - ⇒ Documentation and review of key processes
- Provided support for the infrastructure development for not-for-profit startup:
 - ⇒ Developed strategic plan template and first pass strategic plan for Executive Board discussion
 - ⇒ Established risk based process for assessing potential partners
 - ⇒ Conducted nationwide site reviews of prospective partners
 - ⇒ Supported Board and Advisory Board recruiting efforts
 - ⇒ Participated in financial assessments of prospective fund beneficiaries
 - ⇒ Developed criteria for assessment of Board member contributions
 - ⇒ Co-developed new Board Member onboarding process
- Ad hoc recruiting support per client's requests

STRe Solutions (privately owned boutique recruiting firm); Aug. 2010 to Jun. 2012; Cupertino, CA

Sr. Account Manager

- Successfully collaborated on retained Finance and Supply Chain executive searches.
- Executed client searches for start-up and multi-national firms:
 - ⇒ Supply Chain Management searches across the US and China
 - ⇒ Finance searches requiring specialized skills and/or language requirements
 - ⇒ Specialized searches in the Solar Energy industry

Verea & Associates (privately owned consulting firm); Dec. 2002 to Aug. 2010; Los Altos, CA

Principal

- Reporting to client's Executive and Senior Management achieved the following results:
 - ⇒ Conducted process review and optimized various business cycles (e.g. order to cash, acquisition process, etc.) including the execution and update of applicable policies and procedures
 - ⇒ Supported new client initiatives (e.g. procurement card feasibility assessment)
 - ⇒ Executed year one Sarbanes-Oxley compliance efforts with no material weaknesses for decentralized health care

E L I Z A B E T H V E R E A - S E M I O N

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- services corporation with 150 + locations
- ⇒ Seamlessly supported year two+ Sarbanes-Oxley compliance requirements for several multinational manufacturing corporations
- ⇒ Developed control self-assessment framework for corporation with multiple locations
- ⇒ Conducted risk assessment of EMEA start-up manufacturing facility
- ⇒ Supported EMEA manufacturing site closure including transfer of assets to other sites
- ⇒ Partnered with corporate legal department and corporate finance organization to recover post-acquisition escrow funds per contractual obligations
- ⇒ Managed physical inventory of 60+ facilities located in multiple states

Solectron Corporation (high growth contract manufacturer); Feb. 1994 – Nov. 2002; Milpitas, CA

Corporate Finance - Senior Manager; 1999-2002

- Partnered with Finance Executive Management to enhance business processes and led global & corporate finance project initiatives:
 - ⇒ Supported the development, documentation, and deployment of new legal requirements in conjunction with external legal counsel (e.g. quarterly certification, disclosure review committee, SOX, etc.)
 - ⇒ Standardized processes and coordinating documentation for key company external meetings and presentations (e.g. quarterly investor calls, credit rating agency meetings, etc.)
 - ⇒ Standardized Audit & Finance Committee agenda and related supporting documentation
 - ⇒ Reviewed and standardized annual proxy statement process
 - ⇒ Participated in global financial close process improvement efforts
 - ⇒ Developed and maintained global finance policies & procedures documentation and related website
- Member of Finance Integration team during period of high growth through acquisition
- Provided finance related training as needed: finance for non-financial managers, quality training for financial managers, etc.

Global Materials - Sr. Manager Planning & Control; 1994 - 1999

- Reporting to the Chief Material Officer, was member of newly formed Global Material Executive team responsible for company-wide materials vision; other team members included Regional Operations Materials Management, Global Supply Chain Executives, and Global Materials IT.
- Created and managed Global Materials Planning & Control function staff in fulfillment of vision:
 - ⇒ Participated in quarterly operational and financial performance site reviews led by the CFO including other C-level Executives, Regional Presidents, and Site Executive Management
 - ⇒ Developed standard worldwide materials operational metrics and supplier scorecard
 - ⇒ Performed worldwide bill of materials data analysis and excess & obsolete inventory management
 - ⇒ Published commodity trend analysis in conjunction with Supply Base Management
 - ⇒ Supported the financial annual operating plan and strategic long range plan process
 - ⇒ Provided monthly financial statement analysis of materials expenditures (e.g. Purchase Price Variance, etc.)
 - ⇒ Supported Corp. Finance on materials policies (e.g. Transfer Pricing policy) & internal controls

E D U C A T I O N

- ***MBA*** – University of Southern California, Entrepreneurship and Management & Organization Concentration
- ***BS*** – San Jose State University, Business Administration/Accounting Concentration
- ***APICS*** – Certificate in Production and Inventory Management (C.P.I.M.)
- ***Coaching to Excellence Program Certificate*** – New Ventures West
- ***Integral Leadership Training*** – Integral Institute
- ***CB Coaching Certification*** – Conscious Business Center International

O T H E R

- ***Languages*** – Fluent in English and Spanish; Beginner level in French