

JUAN K. ATKINS

1117 W. 10th St., Riviera Beach, FL 33404
Phone (561) 909-8611 Email: tledirector@comcast.net

EXPERIENCE:

Chief Financial Officer/Director, Atkins Tender Loving Care, Inc., Riviera Beach, FL. Mar. 93 - Present.

- * **Planning and Reporting**; Analyses and publishes accounting reports for internal and external purposes.
- * **Resource planning**; Optimizes the use of 28 staff members with student enrollment.
- * **Family support**; Counsels parents/guardians through personal contacts and literature distribution.
- * **Student support**; Periodically works with preschoolers in the Creative Curriculum environment and tutors School Aged students during the aftercare program.

Program Monitor, School District of Palm Beach County, West Palm Beach, FL Oct. 95 - Jun. 96

- * **Assessed Contract Compliance**; Observed and evaluated contracted Pre-school facilities for compliance with specified provisions.
- * **Training and Support**; Functioned as a resource support person for technical areas specifically related to developmentally appropriate practices.

Finance Operations Mgr., Roseville Networks Division, Hewlett-Packard, Roseville CA Feb. 92 - Mar. 93

Senior Financial Analyst, Roseville Networks Division, Hewlett-Packard, Roseville, CA. Feb. 90 - Feb. 92.

Financial Analyst, Personal Computer Group, Hewlett-Packard, Sunnyvale, CA. Jan. 89 - Feb. 90.

- * **Analysis of inventory flows**; Identified control weaknesses, characterized cost/benefit of present control processes and implemented integrity improving measures.
- * **Coordination of monthly Work-In-Process inventories**; Analyzed and communicated variances between book and physical results.
- * **Manufacturing management support**; Lead TQC projects; provided timely BFT data and analysis; provided specific financial or process training to manufacturing partners.
- * **Analysis and support of Product standards**; Performed rigorous analysis of new and current product standards; presented "Standards Analysis" for major platforms to Division and Group level management.
- * **New Product Support**; Conducted "Make vs. Buy" analysis for products in the introductory and lab phase of development.
- * **Supported Sunnyvale site manufacturing**; Executed and managed subcontract inventories.
- * **Provided high quality inventory analysis**; Supplied the manufacturing management team with timely information required for decision-making and inventory control.
- * **Analyzed shipment data** Used 4th generation languages to report and administer software royalties.

Management Associate Intern, Sun Bank N. A., Orlando, FL. Jan. 87 - May 87.

Trust Support Analyst Intern, The Bank of Boston, Boston, MA. Jan. 85 - May 85.

- * Participated in comprehensive training program designed to give broad exposure to all facets of commercial banking.
- * Provided EDP support for Trust business partners.

COMPUTER SKILLS:

Burroughs 1955 Mainfram Operator, Lotus 1-2-3, Microsoft Windows based applications Microsoft Excel, Microsoft Word, PC Hardware expert.

EDUCATION:

MBA - Finance, Florida A& M University, Tallahassee, FL, December, 1988.

B.S. - Business Administration/MIS, Florida A&M University, Tallahassee, FL, Cum-laude, August, 1987.

ACTIVITIES and ADDITIONAL CREDENTIALS:

Advanced Level Child Care Director's Credential (September 2003), Child Development Associate (CDA) 1993, Teacher, Mount Calvary Missionary Baptist Church Sunday School, Member - Riviera Beach Planning and Zoning Board (July '93 - July '96), Member - Palm Beach County Child Care Directors Association, Candidate, Riviera Beach City Council election held on March 8, 2005., Trustee, Riviera Beach Police Pension Trustee Board (April 2007 - present). Certified Public Pension Trustee (2012).

REFERENCES:

Furnished upon request.