

Board Resume Samples

John Doe Company Name, Title

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About John

John is a serving Corporate Director who has led multiple mergers and acquisitions as CFO, mitigating risk and executing strategies for mining operations, globally. In mining for more than 14 years, John is transitioning to the role of an independent Corporate Director. Known for his relationship-based approach, John has also scaled teams quickly while overseeing large vendor units responsible for IT platform migration and negotiated transitional service level agreements.

Anticipating the “what if” steps in advance, John has led multiple strategic projects from Sarbanes-Oxley certification to raising \$640 million in funds from 11 banks. John has also resolved underwriting challenges within a high-risk industry with operations in remote locations.

As a Corporate Director, he serves on Board 1 and as the Chair of the Audit Committee. John brings his financial executive expertise in the areas of corporate governance, public company financial reporting, enterprise risk management and strategy.

Skills and Expertise

Corporate governance, global tax strategy, M&A, raising capital, finance, high growth, risk management and mitigation, IT migration, audit, compensation, insurance, governance, outsourcing, leadership, pension plans, union, capital and operating budget.

Industry Experience

Mining, Energy, Retail, Professional Services, Technology, Insurance.

Accomplishments as CFO and Financial Executive

Value Creation – Led the initiative and raised \$640 million from a syndicate of 11 banks without the sale of company assets.

Global Experience – Worked with tax and legal

authorities in Belgium, India and Israel to open, close and merge subsidiaries. Experience working in remote communities and with international offices. Lived in Yellowknife, Northwest Territories.

Risk Management – Strategic corporate structure planning alongside tax planning for international assets.

M&A – Led the team in multiple company mergers and acquisitions in excess \$850 million and disposition of entities in excess of \$750 million; navigated unique labour and employment laws to streamline newly acquired companies; integration of new companies into corporate culture.

Building and Leading Teams – Travelled to International offices to hire finance/accounting team; assessment of talent in various international offices to strengths and weaknesses to determine quality of finance team; raising the finance talent bar to the level expect of a large public company.

Corporate Governance – Met the requirements of the Sarbanes-Oxley Act Section 404, for subsidiaries in multiple global locations by developing strong internal controls and financial reporting procedures.

Pension Plans and Union – Led the creation of a defined contribution (DC) plan and the assumption of a defined benefit plan (DB) upon acquisition of new mine. Overall responsibility for the pension investment decisions for both DB and DC plans. Member of the Collective Bargaining Executive Committee.

Capital and Operating Budgets – Overall responsibility for capital and operating budgets in excess of \$250 million annually.

Corporate Board Experience – Current

Board 1, (2015 – Present) Board Director, Chair of Audit Committee, a member of the Corporate Governance & Nominating Committee and the HR Compensation Committee.

Focusing on strengthening timelier and consistent reporting to the Audit Committee with standardization of Audit Committee reports and CFO succession planning.

Corporate Governance Leadership

CPA Canada – Audit Quality Indicators (AQI)
Project Advisory Council **CPA Canada** – “The One”
National Conference 2018 – Conference Advisory
Committee

Awards

Selected as a Diversity 50 2017 Candidate by the
Canadian Board Diversity Council

Speaking Engagements

CPA Canada – Audit Committee Conference –
Governance Fundamentals: What You Need to
Know – workshop speaker and presentation
materials creator

**KPMG/WGOB – Asking the Right Questions:
Risk Management from a Director’s Perspective**
– Panelist **Women on Boards Exchange Forum**
2016 – Panelist **EY Women in Mining 2015** –
Panelist **Trends for Audit Committee 2015** –
Panelist

Institute of Corporate Directors/KPMG **KPMG**
Annual Mining Director & Executive Forum –
Panelist – Board & Audit Committee Agendas

Career Highlights

Company 3, Chief Financial Officer (2013 – 2014)

Chief Financial Officer, Mining Segment (2011–
2013)

Vice President, Corporate Controller (2008 – 2011)

Corporate Controller, (2004–2008)

Company 4, Director of Accounting, Corporate
Controller (2003 – 2004)

Company 5, National Controller, Treasurer (2000 –
2003)

Company 6, Manager, Retail Accounting, Project
Leader, Mainframe System Migration (1997 –2000)

Company 7, Manager, Retail Accounting and
Financial Reporting, No Frills Division (1994 – 1997)

Company 8, Financial Analyst (1992 – 1994)

Company 9, General Audit Senior (1987 – 1992)

Education

Illinois Board of Examiners, Certified Public
Accountant (CPA) (1998)

Institute of Chartered Accountants of Ontario,
Chartered Professional Accountant (CPA, CA)
(1991)

University Of Waterloo, Bachelor of Math,
Honours, Chartered Accountancy and Information
Systems (1990)

PROFILE

Ms. Jones is a member of the Board of Directors of Company 1 (member, Risk Committee) and Company 2 (Chair, Audit & Finance Committee). She also served on the Board of Company 3, Calgary. During her 30year global business and finance career in the energy sector, she served in senior financial officer roles including Chief Financial Officer, Vice President Risk Management and Treasurer representing privately held and publicly traded companies including Company 4, Company 5 and Company 6 based in Calgary, AB, Houston, TX and Fairfax, VA. Ms. Jones has broad strategic, finance and risk management expertise leading large diverse teams in development of strategic and financing plans and successful execution of sophisticated domestic and international capital and bank market transactions. Ms. Jones holds a Bachelor of Commerce (Finance) and Master of Business Administration from the University of Calgary, the ICD.D designation (Institute of Corporate Directors) and is a Chartered Financial Analyst (CFA Institute). Ms. Jones completed executive education programs at Stanford University (Graduate School of Business), University of Chicago (Booth School of Business) and the University of Pennsylvania (Wharton School). Ms. Jones holds dual CAD/USA citizenship.

CORE EXPERTISE

- Global perspectives on new country investment and entry strategies, government and project sponsor investment and risk allocation, affiliate and venture funding plans, operations and reporting structures, and repatriation and expropriation mitigation plans
- Multi-sector economic lens across agriculture, tourism and energy (E&P, midstream, upgrading and integrated) and across government owned, privately held and publicly traded ownership structures
- Broad strategic view managing business transitions: advancing early stage technology, implementing private to public company disclosure, governance and funding requirements, integrating acquisitions, refinancing capital structures, and managing through commodity cycles
- Governance and risk management acumen: chair of audit committee, member of board risk committee and executive commodity trading and credit committees; policy development as functional risk owner
- Deep financial knowledge structuring and executing sophisticated global private and public debt, equity and investment transactions, syndicated and institutional loan facilities, and derivative hedging programs
- As a visible minority, places high importance on the principles of diversity, inclusion as integral to all professional and board mandates

BOARD EXPERIENCE

Current

Board Member, Member of Risk Committee Company 1, Ministry of Agriculture and Forestry *Financial services corp.*

Loan portfolio in excess of \$2.5B

Board Member, Chair of Audit and Finance Committee Company 2, Ministry of Tourism and Culture *Tourism marketing agency. Budget in excess of ~\$45M*

Past

Board of Directors, Vice President and Membership Director Company 3, Calgary Chapter

Past

Board of Directors, Programs Director Company 4, Calgary Chapter

Directors Education - Institute of Corporate Directors (ICD)

- Directors Education Program: ICD.D designation
- Audit Committee Effectiveness, Crown Corp. Effectiveness, Enterprise Risk Oversight for Directors

PROFESSIONAL EXPERIENCE

Vice President Risk Management and Treasurer

2012-2017 Company 5, Calgary, AB

TSX listed company with market capitalization in excess of \$2.5B

- Headed team of 20+ finance professionals across: capital markets, cash and investment, financial, commodity trading, counter party credit, and insurance risk management functions
- Structured and refinanced \$1.3B secured institutional loan with unsecured dual currency high yield notes and \$500M syndicated credit facility; issued \$230M public equity and \$100M convertible debentures; repaid and refinanced \$550M notes at lowest rate ever in the CAD HY market saving \$35M

Chief Operating Officer

2010-2012 Company 6, Calgary, AB

Privately held company

- Created commercialization, go-to-market plan and financing strategy for remediation technology start-up. Advanced field demonstration program with oil sands mining majors (final pre-commercial stage)
- Secured ~\$10M of non-dilutive funding commitments to advance technology from consortium of oil sands mining industry majors; and matched funding from government technology development funds

Vice President and Treasurer

2008-2010 Company 7, Calgary, AB

TSX listed

- Structured and executed financing strategies to address liquidity requirements during start-up; raised US\$825M and \$200M in debt and equity capital markets; negotiated amendments under bank facility;
- Executed and valued commodity hedges; extended \$1.2B course of construction and negotiated \$2B operating insurance programs (premium savings \$1M). Placed D&O coverage for executive and Board

Chief Financial Officer

2005-2008 Company 8, Calgary, AB

Privately held oil sands development and upgrading company

- Structured and sourced \$122M Asian, Canadian and European private equity funds and flow-through shares, and US\$425M TLB facility. Raised \$115M private equity and structured US\$450M bank facility and IPO for subsidiary
- Managed governance over accounting, financial reporting, and budgeting functions; presented to Audit Committee and Board of Directors and Treasurer of affiliate BA Energy

Corporate Treasurers

1991-2005 Company 9, Calgary, AB, Fairfax, VA, Houston, TX

Largest publicly traded multinational oil and gas company with market capitalization in excess of \$350B

- Formulated funding and risk management strategies and programs for affiliates, projects, and venture companies in Australia, India, Indonesia, Libya, Nigeria, PNG and South America
- Developed project finance objectives for US\$2.5B PNG LNG infrastructure development project with government and industry partners; structured and executed financing for \$2.5B Canada/US offshore gas pipeline alliance project; Led financial completion for US\$1.5B project financing for Venezuela heavy oil infrastructure project

EDUCATION AND AFFILIATIONS

- Chartered Financial Analyst, CFA Institute, (1998)
- Master of Business Administration (1995), Bachelor of Commerce (Finance) (1986) University of Calgary
- Executive Education Programs: University of Chicago (Booth School of Business) (2006), Stanford University (2003), University of Pennsylvania (The Wharton School) (1993)
- International Women's Forum; Member, Calgary Chapter
- BMO Capital Markets: Women's Industry Forum; Guest Speaker 2014 and 2016
- Catalyst, Women on Board Mentorship Program (2017)

Jane Smith

Corporate Director; Former President, & CEO ABC Company

janesmith@yahoo.com 647-772-7772

EDUCATION

MBA, Harvard Business School, 1983 B.A.,
History, Cornell University, 1978 ICD.D,
Rotman School of Business, 2008
Phi Beta Kappa (Cornell)

COMPETENCIES

General Mgt. ♦ Governance ♦ Strategy ♦
Enterprise ♦ Risk Management ♦ Marketing
♦ Audit ♦ Highly Regulated businesses
♦ Talent Management ♦ Global Perspective

INDUSTRY KNOWLEDGE

Banking ♦ Consumer Financial Services ♦
Retail ♦ Information Technology

QUALIFICATIONS & CAREER HIGHLIGHTS

Dramatically improved margins at Company 1
with return on capital for the Consumer Card
business improving over 20 percentage points

Chaired Tech Advisory Group for Company 3, to
recommend technology investments enabling
Company 3's strategic plan implementation.

10+ years experience in positions with
international or global responsibilities (across
20+ markets)

Director experience at 2 regulated banks,
1 corporation, and numerous non-profits;
audit comm. and governance comm.
experience

Core business, operating, general
management, leadership, and talent
development skills; experience with global
organizations and complex matrix
structures

Experience innovating in a highly
regulated and competitive environment

As CEO of Company 1, grew net income
of principal business by 58% annually in a
highly competitive marketplace, while
growing market share through targeted
investment

PERSONAL

Dual US/Canadian Citizen residing in Toronto
Pied-a-terre in Manhattan

BOARD EXPERIENCE

Current:

Company 1 (2009 –) Audit & Risk Committee,
Conduct Review Committee

Company 2 Advisory Board (2012 –)

Company 3 (2004 –) Board of Trustees;
Finance Committee; Advancement Committee

Past:

Company 6 (2002 – 2007) Board Chair;
Governance & Nominating; Conflict of Interest
Committees

Company 7 (2012 – 2017) Audit, Finance &
Risk Committee Governance and Nominating
Committee

**Junior Achievement of Central Ontario (2003
– 2009)**

CAREER BIOGRAPHY

Company 8, 1984 – 2007

New York, London, Toronto

Chair, President, & CEO, Company 8

(2002 – 2007) President & General Manager,

(2002 – 2007) SVP, International Product Strategy

& Development (1999 – 2002) Head of Strategy &
Business Development, Global Network Services

(1997 – 1999) VP, Network Services Business

Creation Task Force (1996 – 1997) VP, Quality &
Reengineering (1994 – 1996) VP, Product Mgt. &

Mktg., Company 9 (1990 – 1994) Mgr. / Dir., Sign
& Travel (US Card Lending Product) (1986 – 1990)

Asst. Mgr./ Mgr., Worldwide Mktg., (1984 – 86)