

GARY CLAYTON, CPA

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To Whom It May Concern::

In the course of my career spanning over thirty years, I have successfully integrated Finance and Technology to be integral components in building and driving strong, profitable, and sustainable business operations. This is the expertise I bring to your company.

As you review my qualifications, you will note that I have consistently been in the forefront of delivering strong financial results in diverse areas. Select highlights of my accomplishments include:

- Development, testing, installation and training of personnel on a multi-million dollar financial, budgeting, and cash management system which positioned a major utility to emerge into the new millennium.
- Design of comprehensive audit, accounting, and finance manuals to standardize practices, streamline workflow, and improve productivity for an international hospitality conglomerate and for internationally famous resorts.
- Creation of a cohesive finance and accounting function with fully automated financial reporting system and voice/data communications network linking five disparate divisions for a privately-held processing/distribution company.
- Oversight of five start-ups, three divestitures and multiple business expansion activities for a privately held high-growth entrepreneurial construction corporation with 10+ businesses.
- Ownership and development of many entrepreneurial business ventures including my own restaurants and bars.

These achievements are indicative of the quality and caliber of my entire professional career. Whether challenged to accelerate growth, orchestrate a top to bottom reorganization, or position a company for long-term expansion, I have provided the strategy, guidance, and leadership to achieve aggressive results. Equally notable are solid team building, motivation, and leadership skills to create top-flight professional organizations.

Should a candidate with my qualifications be of interest to your organization, I would welcome the opportunity for a personal interview.

Thank you for considering my resume for the position for which I have all the qualifications that you are seeking.

Respectfully yours,

Gary Clayton