

## **ANNA F. HICKMAN, CPA**

1620 Glen Forest Dr SE • Ada, MI 49301-9304  
annafhickman@gmail.com • (616) 318-1108

### **EDUCATION**

#### **UNIVERSITY OF MICHIGAN**

**Ann Arbor, MI**

##### **STEPHEN M. ROSS SCHOOL OF BUSINESS**

###### **Master of Accounting, June 2005**

- Selected to be a Graduate Student Instructor for Accounting 271: Principles of Accounting I
- Effectively managed time to balance program workload in addition to creating lesson plans, holding office hours, grading work and teaching during classroom time to create a successful learning environment for students

#### **UNIVERSITY OF MICHIGAN**

**Ann Arbor, MI**

##### **STEPHEN M. ROSS SCHOOL OF BUSINESS**

###### **Bachelor of Business Administration, May 2004**

- Recipient of the Scholar Recognition Award, 4 year full tuition scholarship
- Recipient of the Barnett and Shirley Helzberg Scholarship, 2 year full tuition scholarship
- Selected to participate in semester-long International Exchange Program at Bocconi Business University in Milan, Italy
- Member of Michigan Business Women's Club
- Member of Beta Alpha Psi Accounting Fraternity

### **EXPERIENCE**

**2017-Present**

#### **DAVENPORT UNIVERSITY**

**Grand Rapids, MI**

##### **Accounting Instructor**

- Teach a full load of introductory, intermediate, and graduate-level accounting courses during the Fall and Winter semesters
- Developed the curricula and student learning outcomes for ACCT 213: Cost Accounting, ACCT 625: Accounting Information Systems, and ACCT 767: Business CPA Preparation
- Review all submitted materials, including transcripts, statements of purpose, and letters of recommendation in order to make admissions decisions for applicants to the Master of Accounting Program
- Serve as a mentor to students in the Accounting Honors Program, providing projects and experiential learning opportunities, to help them reach their academic and career aspirations
- Supervise students during their accounting internships with various businesses in order to provide guidance and advice to students, as well as develop and maintain relationships with local firms to assist in recruiting efforts and promote the University
- Plan and organize various job shadows with local companies and firms in order to provide students with insight into the accounting career field
- Chair the committee for the annual visit of the Woodrow Wilson Fellow, including planning and organizing events during the week-long visit in order to provide the University community and the general public with opportunities to gain insight from the expertise of each year's visiting fellow

**2013-2017**

#### **GRAND RAPIDS METROLOGY**

**Grand Rapids, MI**

##### **CFO**

- Responsible for the direct supervision and management of all accounting processes of the company, including accounts receivable, accounts payable, inventory, cash management, payroll, commissions, and capital expenditures
- Split the company-wide financial statements into 10 separate branch statements in order to provide accurate analysis of the performance and profitability of each division
- Developed cost allocation policy to properly spread administrative and other overhead costs amongst each division of the company for proper financial reporting
- Created and implemented new commission plan structure within the financial system software in order to provide consistency and transparency throughout all sales branches and reward performance
- Developed and calculated various profitability and productivity metrics to measure and report on the performance of each business unit on a regular basis
- Served on the executive committee, providing strategic analysis and management input over all areas of the company, including staffing, IT, sales and marketing
- Prepared and presented all monthly financial statement reports to the executive committee providing financial analysis and results

<b>2011-2013</b>	<b>BISSELL</b> <b>Corporate Accounting Manager</b>	<b>Grand Rapids, MI</b>
	<ul style="list-style-type: none"> <li>• Responsible for the direct supervision and management of the accounting department, including the international consolidation, accounts payable, property accounting, general ledger account reconciliations, debt monitoring, and cash management functions</li> <li>• Compiled and reviewed the monthly consolidated financial statement reports of over 12 international subsidiaries to determine compliance with GAAP, verify foreign currency translation, and ensure consistency over the accounting cycle</li> <li>• Prepared slides and handouts providing financial statement analysis and results to present at the executives' and board of directors' meetings</li> <li>• Lead the budgeting process for all department heads and international subsidiaries by reviewing submitted reports and providing budget vs. actual analysis</li> <li>• Implemented appropriate internal controls to ensure proper segregation of duties and oversight over daily operations</li> <li>• Selected as the subject matter expert of general ledger accounting during the organization's conversion to Oracle ERP system, involving in-depth consultation with outside consultants and critical decision-making regarding processes and procedures in the new system</li> <li>• Responsible for the accounting of the creation of new legal entities to ensure proper compliance with GAAP and various domestic and international laws</li> <li>• Coordinated and managed the timely completion of all external audit activity throughout the year for all subsidiaries in order to meet strict reporting deadlines</li> </ul>	
<b>2005-2011</b>	<b>PLANTE MORAN</b> <b>Assurance Manager 2010-2011; Assurance In-Charge 2005-2010</b>	<b>Grand Rapids, MI</b>
	<ul style="list-style-type: none"> <li>• Provided audit, review, compilation, business advisory, and tax services to clients in the manufacturing, distribution, higher education, service, and construction industries</li> <li>• Simultaneously managed multiple audit engagements, including coaching of staff and collaboration with clients to ensure audit procedures resulted in financial statement reports that were free of material misstatement and completed by specified deadlines</li> <li>• Acclimated new staff to the firm's audit procedures and culture as an instructor leading training sessions on audit philosophy, techniques and programs</li> <li>• Provided U.S. GAAP technical accounting advice to clients in areas of complex accounting and financial reporting issues; primary areas of focus include consolidation, debt/equity transactions, revenue recognition, inventory, fixed assets, tooling, and accrual transactions</li> <li>• Contributed to hiring decisions by interviewing and assessing job candidates and participating in recruiting efforts, including visiting area campuses and presenting information sessions</li> <li>• Provided assistance to clients with the implementation of new or revised accounting pronouncements by providing ongoing implementation support and advice</li> <li>• Developed and implemented internal control agreed-upon procedures and presented results to client's board of directors in order to recommend improvements to areas of internal control</li> </ul>	
<b>2004</b>	<b>PRICEWATERHOUSECOOPERS</b> <b>Assurance Summer Intern</b>	<b>Detroit, MI</b>
<b>2003</b>	<b>PLANTE MORAN</b> <b>Assurance &amp; Tax Summer Intern</b>	<b>Southfield, MI</b>