



Karen L. Jett, CMA

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87 Ridge Road, Telford, PA 18969

Summary

- Staff development and team building with emphasis on identifying and highlighting the talents of others.
- Direction of business activities; coordinate with all departments and management at all levels to ensure smooth operating efficiencies and goal achievement.
- Initiate and cultivate industry network; represent company at industry association.
- Utilize a balanced blend of creative and logical thinking for troubleshooting and problem investigation/resolution.

Experience

Jett Excellence

February 2002 – present

Position held: Owner

- Consulting, speaking and training with privately held businesses
- Expertise in values identification, strategic planning, management training, staff training, and ethics training
- Author of *Grow Your People, Grow Your Business* and *Questioning Ethics for Management Accountants* (a unique ethics training system)
- Work with corporate clients providing instruction in all 4 parts of Certified Management Accountant Review Course
- Participated in creating and updating instructional learning material for IMA's CMA review course for versions 1.5 and 2.0

Villanova University

September 2005 – present

Position held: Adjunct Professor

- Instructor of all 4 parts of CMA Review Course, both public and corporate clients

Delta Community Supports, Inc.

September 1991 – 2004

Positions held: Staff Accountant to Assistant Controller

- Provide hundreds of 1 on 1 trainings with staff on job duties and organizational skills.
- Design and facilitate trainings including training manual creation.
- Supervise staff; provide career path motivation and employee encouragement.
- Initiate and plan first Annual Accounting Department Retreat.
- Key member in Implementation Team to combine accounting functions of NJ based business into existing office. Oversee staffing issues, technology changes, and hiring and training of new staff.
- Develop new procedures; analyze existing processes before streamlining and documenting more efficient procedures.
- Coordinate projects utilizing outside vendors; interview and select vendors based on product, service, and value. Work with them through successful implementation.
- Analyze financial information; review account analysis and financial statements. Prepare special analysis as needed.
- Received Award of Merit 3 times.

Hi-Line Storage Systems Company
Division of Seiz Corp.
June 1986 – September 1991
Position held: Bookkeeper

Warner Cable Communications, Inc.
April 1985 – June 1986
Position held: Accounting Clerk

Delta Truck Body Co., Inc.
February 1984 – April 1985
Position held: Accounts Payable Clerk

National Auto Store
July 1981 – February 1984
Positions held: Cashier and Systems Coordinator and Analyst

Education

Passed **Certified Management Accountant (CMA)** exam - 1995
Earned Certificate of Distinguished Performance
One of 14% to pass CMA exam on first sitting

Bachelors of Business Administration, Accounting - 1991
Temple University, Ambler, PA
Graduated *Summa Cum Laude*

Associate in Science, Accounting – 1986
Montgomery County Community College, Blue Bell, PA

Affiliations

Institute of Management Accountants, North Penn Chapter– 1995 – present
Board of Directors: President 2007-2008, President Elect 2006-2007, VP Membership 2004-2006,
Member Retention – 1996–1997, Roster 2008-2010

National Speakers Association – 2006 – present
Board of Directors: Treasurer 2008-2010

Indian Valley Chamber of Commerce – 2004 – present

Penn Suburban Chamber of Commerce – 2005 – present
Small Business Committee 2007-present

Tri-State Solomon User Group – 1992 – 2003
Presentations on Year End Payroll and Benefits and Challenges of Solomon Upgrade
President – 2000 - 2003

For more information visit: www.JettExcellence.com or www.KarenJett.com