

LEANNE M ADAMS, CPA, MSA
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EDUCATION, CERTIFICATIONS AND AWARDS:

Master of Science in Accounting, University of Connecticut, Storrs, CT May 2017

- GPA 4.12/4.0
- Golden Key National Honor Society
- Beta Gamma Sigma

2015 Educator of Excellence, CT Society of CPAs May 2015

Certified Public Accountant, Connecticut 1996, reinstated 2017

Bachelor of Science in Business Administration, *cum laude* 1993

University of Connecticut, Storrs, CT

- Major: Accounting
- Who's Who Among Students in American Colleges and Universities, 1993
- CSCMA Scholarship Award Recipient
- CSCPA Scholarship Award Recipient

ACADEMIC EXPERIENCE:

Adjunct Faculty, University of Connecticut School of Business, Storrs, CT January 2003
to Present
Courses taught:

- **Principles of Financial Accounting**
(ACCT 2001, 14 sections, 5.0/5.0 average and median ratings)
Designed curriculum as the first to teach this course in the intensive intersession format. Incorporated many techniques important to this format, including cooperative learning, online content and assignments, pre-quizzes and daily assessments.
- **Principles of Managerial Accounting**
(ACCT 2101, 12 sections, 9.6/10 average, 9.7/10 median ratings followed by 5.0/5.0 average and median)
Team-taught with multiple sections and common exams. Designed complete set of handouts and quizzes which have since been adopted by numerous instructors.
- **Volunteer Income Tax Assistance** (ACCT 4895 and 4899)
Provide instruction, coordination, organization, and supervision for all aspects of the Volunteer Income Tax Assistance (VITA) site.
 - Manage tax preparation site, including developing and maintaining schedules of tax preparers, greeters and quality reviewers and scheduling taxpayer appointments.
 - Voluntarily redesigned course from the ground up after the sudden loss of the course founder. Self-taught content and incorporated multiple pedagogic methods to enable students to work with hundreds of clients from diverse backgrounds.
 - In first year of active instruction, increased clients served by 44%, from 554 in 2016 to 797 in 2017.
 - Facilitated partnership with The Village for Families and Children to expand outreach.
 - Introduced Facilitated Self Assistance option to foster increased education and understanding of the income tax system, empowering taxpayers to prepare their own taxes going forward, thus saving taxpayers filing fees.
 - Established as permanent courses and Service Learning Designation for spring 2018.
- **FYE Learning Community Seminar** (INTD 1810)

PROFESSIONAL EXPERIENCE

- Administrative Assistant**, UConn School of Business Accounting Department, Storrs, CT June 2001 to Present
Under the general direction of the Department Head, provide overall administrative and academic program support for all accounting programs.
- Review, process and approve all financial transactions including management and maintenance of numerous University and Foundation accounts.
 - Plan and coordinate major alumni and recruiting events throughout the year, including the annual Honors Banquet, Alumni Tailgate, Accounting Social and Advisory Board meetings.
 - Administer the Accounting Department webpage.
 - Schedule undergraduate courses, coordinate faculty assignments for 80+ courses per year.
 - Manage recruiting activities for new faculty hires.
 - Coordinate all annual report, merit and PTR activity.
 - Supervise 15-20 student office workers and teaching assistants, including payroll processing.
- Financial Analyst**, Gerber Scientific Products, Inc., South Windsor, CT July 2000 to June 2001
Prepared, researched and analyzed historical information, projections and budget information for internal and external purposes under the SAP operating system.
- Prepared variance analyses and ad hoc reports for upper management and Board of Directors.
 - Identified, proposed, and participated in process improvement opportunities.
 - Served as Program Administrator for Corporate Charge Card program.
- Senior Financial Consultant**, Gerber Scientific Inc., South Windsor, CT October 1997 to June 2000
As lead auditor; supervised staff, planned, performed and reviewed financial and operational audit fieldwork for a variety of domestic and international audits.
- Proposed, created, and served as facilitator for company-wide, cross-functional Travel Team whose purpose was to streamline travel functions while negotiating bulk contracts with multiple travel vendors such as agents, car rental, airfare and hotels.
 - Served as the accounting advisor on the Customer Order Process (COP) team.
 - Served as Lead Internal Auditor on several fraud investigations, both domestic and internationally, side-by-side with corporate legal counsel.
- Accounting Manager**, Grove Property Services, Hartford, CT January 1996 to October 1997
Managed and supervised staff of five accountants producing all financial reporting, budgeting, and forecasting for \$160 million real estate portfolio of 45+ properties. Administered payroll for 35 employees and served as liaison between payroll service and on-site property management.
- Supervising Senior Accountant**, KPMG Peat Marwick LLP, Hartford, CT January 1993 to January 1996
Senior staff member of specialized Real Estate and HERON (Higher Education, Research, and Other Nonprofit industries) Focus Groups. General responsibilities included supervision of staff, completion of internal control reviews, planning and administration of multi-location audits, management of concurrent audit engagements, and development of business recommendations.

MILITARY:

NCOIC (Non-Commissioned Officer In-Charge) of Nuclear, Biological and Chemical Defense (NBC) section; Rank: Sergeant, Connecticut Army National Guard January 1987 to January 1993

U.S. Army Basic Training, Fort Jackson, SC 1987

Honor Graduate, U.S. Army Administrative Specialist Course, Fort Jackson, SC 1988

U.S. Army Nuclear, Biological, Chemical School, Camp O'Neil, Niantic, CT 1989

- U.S. Army Achievement Medal for Outstanding Achievement 1992
- Superior Performance Award, Annual Training 1992
- HHD, 238th Supply & Service Bn, "Soldier of the Year" 1989 and 1991
- U.S. Army Reserve Component Achievement Medal for Meritorious Service 1991
- U.S. Army Achievement Medal for Meritorious Achievement 1989

VOLUNTEER ACTIVITIES:

Board Member, Community Accounting Services, Rocky Hill, CT

Community Accounting Services seeks to empower the less advantaged to make better financial decisions that enhance their well-being and strengthen our communities. CAS volunteer CPAs assist eligible individuals, couples, families, businesses, and not-for-profit organizations by providing accounting, business, financial, and tax advice, coaching, and education.

Volunteer, Kenway's Cause, Hartford, CT

- Assisted Coordinators at *Wag, Walk & Run* event held at Riverside Park in Hartford by directing attendees to the various events, answering questions and assisting those with dogs.
- Participated in team dog rescue in downtown Hartford.

Volunteer Foster, Furry Friends Foster and Rescue, Inc., Groton, CT

- Fostered and successfully placed in adoption Simon, a two year-old terrier mix with serious medical problems, including a skin condition, parasites and an umbilical hernia.
- Attended foster events to promote Simon and the organization.
- Created dog bed design and donated over a dozen to the shelter, engaging numerous others to join in the effort.

Mobile FoodShare, Mansfield, CT

- Assist at bi-weekly outdoor food distribution for persons of low income.
- Register attendees, pass out food, help residents to their cars, direct traffic.

OTHER:

Member, Connecticut Society of CPAs (CTCPA)

- Scholarship Assessment Task Force