

Mitchell Folds
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Carrollton, GA

SUMMARY

Dedicated, hard-working, self-motivated, organized individual with a desire to serve and grow an organization. Excellent communication skills, both verbal and nonverbal. Strong analytic and judgment skills. Advanced knowledge of Excel and other Microsoft Office programs. Experienced in managing customer accounts, reconciling balances, and multi-tasking between projects.

EDUCATION

Georgia Southern University, Statesboro, Georgia
January 2023 – Current
Projected Graduation: Spring 2025
Major: Master in Accounting (MAcc)

University of West Georgia, Carrollton, Georgia
August 2017 – May 2019
Major: Accounting

College at Southeastern, Wake Forest, North Carolina
January 2009 – May 2014
Major: Biblical Studies, Minor in Pastoral Ministry

EXPERIENCE

University of West Georgia

September 2021 – Present

eCampus Business Manager

- Manage systems of collection, accounting and disbursement of eCore/eMajor funds and other entities within the eCampus administrative structure to and from other system institutions in the USG
- Disperse appropriate revenues to other USG institutions and UWG departments who provide eCore/eMajor teaching faculty.
- Assist leadership on developing practices with new programs as added to eCampus
- Assist in pulling and formulating information to be added to the yearly eCampus Factbook for both eCore and eMajor
- Run monthly reconciliations of revenue and budget for leadership in order to obtain an accurate picture of where eCampus stands
- Calculate and run end of year fiscal projections
- Assist with cost analysis projects across different department within eCampus
- Create budget and spend analysis based off future year enrollment projections.
- Manage the single institution agreement for eCampus services related to eMajor programs
- Assist with and maintain inventory for our eCampus department
- Process and organize payment regarding special projects and subscriptions eCampus utilizes
- Serve as a liaison for all affiliates with questions related to fiscal topics.

Cerelia Bakery Canada, LP (Wewalka Trading Corp)

January 2021 – September 2021

Shared Services Manager

- Manage all accounts receivable and accounts payable activities for Cerelia North America Group.
- Implement procedures and processes that improve DSO, DPO, and days delinquent.
- Run multiple aging reports to insure our cash flow statement is accurate.
- Assist in month end operations while looking at productivity of the team, debt to sales ratio, and average cost of invoice.
- Ensure all CAPEX payments are made for the expansion of our newly built plant, raw material payments are made correctly, and extraordinary expenses are processed.

Wewalka Trading Corporation

May 2019 – January 2021

Financial Systems Manager

- Increased flow of financial information throughout company by improving communication strategies
- Accurately projected monthly cash expenditures through efficient budgeting and detailed document reviews

- Prepare fiscal year and future budgets to ensure viability of spending
- Prepare monthly analysis of assigned accounts and created end of month P&L
- Create pricing models while performing analysis of market trends to ensure maximum profitability
- Completed journal entries, reconciliations and account analysis to prepare quarterly financial documents and general account management
- Created and distributed reports on internal and external finances, audits, and budgets
- Established and enforced controls on revenue and expenses to protect company assets

Chick-fil-A, Carrollton, Georgia

June 2017 – May 2019

Director of Culinary

- Manage all end of month inventory counts while balancing and imputing final numbers and sales
- Create efficient systems to increase profitability and productivity
- Examine Inventory Profit Opportunities each month to help come up with creative solutions to cut cost and waste.
- Manage culinary cleanliness, training, and onboarding of all new hires and new leadership

SKILLS

- | | |
|-------------------------------|---|
| • Analytical | • Data Processing |
| • Product Costing | • SAP, Microsoft Dynamics, Oracle, and Microsoft office |
| • Yearly/Multi-year Budgeting | • Capital planning and Expenditure Tracking |
| • Financial Reporting | • Budgeting |