



**Nancy Brunemann**  
Chief Financial Officer  
[Nancy@NgEK.com](mailto:Nancy@NgEK.com)

---

## OVERVIEW OF QUALIFICATIONS

---

- Initiated and completed all steps necessary to form a small business
- Planned and executed the transition of major financial processes from legacy systems to current technology
- Managed significant increases in workload and responsibility in response to local community disasters
- Actively integrated a diverse work force including both salaried and volunteer team members, helping each to understand their role in the organization's success
- Instrumental in the development and mentoring of entry level staff

## Nancy Brunemann EMPLOYMENT HISTORY

---

**NgEK, Inc.**, Cincinnati, OH

2002-Present

***Chief Financial Officer***

Prepared and filed all legal documents required to form the company as an S Corporation. Responsible for all financial planning and record keeping for the company including project planning, financial statement preparation and budget/actual analysis. Perform all Human Relations functions including state filings and insurance oversight.

**American Red Cross**, Cincinnati, OH

1981-2003

***Director of Accounting and Purchasing***

Daily, monthly and annual management of accounting and purchasing functions. Responsible for the accuracy, clarity and timeliness of all accounting reports. Interact with service directors to ensure satisfaction and understanding of their respective budgets and accounting reports. Coordinate annual external audit activities between management, an external audit firm and a committee comprised of volunteers from the business community. Supervise a staff of 11 employees and volunteers that operate the accounting and purchasing functions for the Cincinnati Area Chapter. Coordinated the significantly larger staff necessary for processing the incoming donations and outgoing financial assistance associated with local disasters including the tornado in 1999 and the flood of 1997 as well as the fund raising efforts following September 11, 2000.

Coordinated and executed the planning, testing, development and staff training for the full system conversion of an obsolete IBM System 36 based financial package to deployment of the PC based JDEdwards One World software.

Managed the outsourcing of an in-house payroll system to an outside vendor. Conducted product research, vendor selection, data conversion and ongoing process improvement.

---

## ACADEMIC BACKGROUND

---

**XAVIER UNIVERSITY**, Cincinnati, OH

- **Bachelor of Science in Business Administration** (Cum Laude)
-