

DONNA R. KIRSCHT
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SUMMARY

Results-oriented Financial Manager and Instructor with MBA, CMA, and expertise in a variety of financial arenas such as Financial Education and Training, Business & Managerial Accounting, Manufacturing and Business Financial Analysis, and PeopleSoft General Ledger Implementation. Proven abilities to solve problems, through 6-sigma, process improvement, and constraint management methodologies. Additional skills in training, oral and written communications, and building relationships with external and internal customers and suppliers. An organized, competent individual who has a track record of leading change whether it be people, process or technology.

- Leadership & Consulting
- Teaching, Training, and Recruiting
- PeopleSoft General Ledger Implementation
- Sarbanes Oxley Compliance
- Process Improvement
- 6 Sigma Green Belt
- Project Management
- Business & Manufacturing Analysis

EDUCATION

- **2000 M.B.A – Manufacturing Systems Engineering**, University of St. Thomas, St. Paul, MN
- **1982 B.S. - Accounting and Finance**, Magna Cum Laude, Mankato State University, Mankato, MN

ADDITIONAL CERTIFICATION, TRAINING, AND ACCOMPLISHMENTS

- CMA (Certified Management Accountant) certification
- Attended Leading for Performance & Accountability (Manager/Supervisor training).
- Attended 2006 ASTD (American Society for Training & Development) Regional Conference.
- Experience working with PeopleSoft General Ledger enterprise wide software and Microsoft Office software tools (Excel, PowerPoint, Word, Access, Project).
- Experience with selling price analysis tools, including price waterfall analysis.
- Options trading education through Spread Trade Systems
- CTEC – California Certified Tax Preparer (2011)
- Attended 'On Course National Conference' in Long Beach, CA April 2012

TEACHING EXPERIENCE

University of Redlands – Redlands, CA **January 2015 – present**
Adjunct Instructor

Managerial Accounting and Accounting Information Systems
(Developing the AIS course to include both AIS knowledge and a strong use of Microsoft Excel.)

College of the Desert – Palm Desert, CA **August 2011 – present**
Adjunct Instructor

Bookkeeping, Computer Literacy (Microsoft Office Suite), Excel and Business Communications
College of the Desert Education Technology Committee Sept. 2012 – May 2015

University of St. Thomas - Minneapolis, MN

Fall 2008 – present

Adjunct Instructor

Taught graduate and undergraduate level courses in Managerial Accounting and Cost Accounting, as well as, an Advanced Cost Accounting course for the Masters in Accounting Program.

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AUGSBURG COLLEGE – Minneapolis, MN

2007-2008

Adjunct Instructor

Taught two trimesters of Fundamentals of Accounting II (Managerial Accounting) in the Evening Business program. This is an accelerated class for working adults, in which 13 chapters are covered in 7 or 8 class sessions.

TEACHING INTERESTS

Managerial Accounting, Cost Accounting, Advanced Managerial Accounting, Intro to Financial Accounting, Intro to Finance, and Investment courses.

PROFESSIONAL EXPERIENCE

Liberty Tax in Cathedral City, CA Tax Professional

Jan-April 2012

Independent Consultant

2009 to present

- Work with small to medium size manufacturing companies on various projects, including internal reporting and measurements, capacity analysis, burden rate calculations, and customer profitability and bid analysis.
- Work one on one with clients as a personal financial coach.
- Perform various consulting functions as needed by client, including: financial analysis, accounting process, system analysis, business process analysis, etc.

3M COMPANY – Maplewood, MN

1984-2007

Finance Training Manager

2006-2007

Responsible for training and development of 20+ Finance new hires annually, continuously assessing overall training needs of the organization and improving finance training processes.

- Created Training Strategic Plan which focused on migration from classroom to more blended and e-learning delivery to maximize efficiency and get new employees productive as fast as possible.
- Developed training curriculum, designed and developed new training materials and courses, and updated and revised old training materials and courses to ensure accuracy and completeness.
- Built Subject Matter Expert list for all accounting processes, tools and courses; coordinated with Subject Matter Experts to teach courses as needed and provide content updates.
- Partnered with hiring managers and supervisors to develop a timely training plan to get a new hire productive as soon as possible.
- Documented process to prepare for new employees and posted resources on intranet for consistent use by hiring managers and supervisors.
- Created electronic New Employee Resource Guide with numerous links to valuable training and resources.

Financial Manager - US Business Accounting Center (BAC)

2005–2006

Selected to lead and champion a new accounting organization. Accountable for P&L management of 12 Industrial and Transportation (I&T) Market divisions with annual sales of \$2.5 billion.

- Facilitated accounting process standardization within workgroup and across US Business Accounting Center resulting in 16% productivity improvement.
- Improved and standardized processes for Selling Price Variance Analysis Process, Unit Cost Update and Maintenance Process, streamlining the monthly maintenance of Accounting Analysis Tools, and standardized common financial reports.
- Led team that created specific job descriptions, to better define the BAC role and expectations.
- Key team member on 6 sigma black belt project to streamline the US P&L Audit Process, which was integral to reducing the P&L cycle by 2 business days.
- Audited and reviewed key SOX accounting controls for I&T market divisions. Collaborated with I&T Business Finance leaders to evaluate the 3M Global Financial Standards for SOX compliance.

Other Significant 3M Experience:

Senior Financial Analyst – Packaging and Masking Tape Business

2001-2005

Financial Consultant and Business Analysis for the Global Business Team.

- Completed thorough Sales and Pricing Analysis, resulting in elimination of 1 pricing tier.
- Created bid-pricing calculator for Marketing managers to improve profitability on pricing bids to turn this business around and grow, versus the prior 2 years of top line decline.

Senior Financial Accountant

Co-lead of the PeopleSoft General Ledger Implementation Team

- Successfully implemented on schedule.
- Assisted with subsequent integration of PeopleSoft Procurement and HR.

Manufacturing Financial Analyst – St. Paul Tape Plant (union facility) and 4 other plants

Manufacturing Cost Analyst – Hutchinson Tape Mfg Plant

Manufacturing and Financial Analysis for Plant Staff and Division Manufacturing and Finance Leaders.

- Pioneered the onsite Manufacturing Financial Counsel Position.
- Created training program for plant management team and process engineers to improve financial understanding and knowledge of the Theory of Constraints.

Operational Accounting Supervisor – Chemicals, Tape Mfg, and Consumer & Office Markets

COMMUNITY

Mission Shores HOA in Rancho Mirage, CA Treasurer April 2011 – April 2013

Created a series of Community Education Courses on Managing Your Money, which I taught for the St. Paul Public School System. (2009-2010)

Investing 101: Learn to manage your financial investments, or at least learn enough to ask your financial advisor the right questions.

Investing 201: Learn to read a stock chart and use various technical indicators for investing.

Investing 301: Learn how options can be used as a part of your overall investment strategy.

Provided similar training as above for small groups and investment clubs.

Lake Washington Lake Owners Association – Secretary (1992-1995)

Cardinal Ladies Investment Club – Treasurer (1997-2000)

Volunteer Tax Preparer – Lao Family Community Center, St. Paul, MN