

Sheryl S. Vittitoe  
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An optimistic and energetic Executive with experience in providing leadership, establishing financial stability, prioritizing business development opportunities, and identifying and implementing operational efficiencies.

#### **Areas of Proficiency**

- Executive management experience of more than 10 years.
- Proven leadership capabilities in collaborating across departments with all levels of employees, from diverse backgrounds, in creating sustainable business process improvements, increasing organizational accountability, and expanding overall transparent communication.
- Effective problem solving and analytical capabilities.
- Excellent communication skills; written, verbal, and interpersonal.
- Computer literate and efficient; specifically Microsoft and Workday products.

#### **Professional Experience**

##### **Indian River State College**

**December 2012 to present**

##### **Vice President of Financial Services, Chief Financial Officer**

Responsible for all Fiscal Operations, Human Resources, Enterprise Risk Management, Facilities and Master Planning, Title IX and Equity Compliance, and Auxiliary Services.

Instrumental in successfully negotiating contracts for the Institution; including an optimal rate for implementation consultants of the College's new enterprise-wide computer system.

Establish, integrate, and coordinate sound and practical internal controls; recommend policies and procedures for administrative activities of the College.

In the absence of the President, serve as Senior Administrator responsible for all financial decisions regarding the Institution.

Participant in the preparation of the 10-year SACS accreditation review that resulted in a report with no findings.

Collaborate across the Institution in grant funded opportunities, fiscal compliance and accountability, and maintain strong relationships with grant funding agencies.

##### **Southern Fulfillment Services**

##### **President & Chief Financial Officer**

**August 2010 to August 2012**

Achieved and maintained financial stability and growth.

Enhanced business development efforts, maintained existing customers, identified and obtained new opportunities.

Improved the financial reporting process by implementing required timelines and Executive Summaries.

Worked with the Management team to create and implement operational processes that strengthened the overall internal control environment.

Collaborated with the Management Team on financial decisions that improved operational efficiencies and created cash savings.

Served as primary contact for all relationships such as: vendor, banking, insurance, and external auditors.

**First National Bank of Chester County**

**August 2009 to March 2010**

**Executive Vice President – Chief Financial Officer and Chief Administrative Officer**

Responsible for Treasury, Fiscal Operations, Information Technology, Retail Branches, and HR. Worked with the Securities Exchange Commission on Institutional credit ratings, regulatory compliance, and transition and sale of the Institution.

Created a business development program within the branches that required customer service excellence and identified optimal new relationships.

Worked with Investment Bankers and prepared to go to the Capital markets to raise capital.

Integral member of the management team that successfully executed the sale of the Bank.

Extensive experience with the Office of the Comptroller of the Currency, dealt effectively with numerous issues and brought satisfactory resolution in a timely manner.

**Accume Partners**

**Regional Managing Director – Mid-Atlantic**

**December 2005 to August 2009**

Developed and managed a regional office as well as the national financial institution practice which represented approximately 80% of the Firm's business.

Provided leadership for business development opportunities within the region and the financial institution industry practice.

Led the delivery team for all clients in the mid-Atlantic region including management, development, training, promotions, scheduling, evaluations, and recruitment of employees.

Collaborated to create and facilitated the implementation of strategic plan initiatives for the mid-Atlantic region and the financial institution industry practice.

Co-led with the CEO a task force that reviewed risk assessment methodology for the then current market conditions and created an Executive Summary for Boards of Trustees and other executive level presentations.

**Sovereign Bank**

**December 2004 to December 2005**

**Senior Vice President – Audit Director**

Managed, trained, and promoted the team's more than 20 auditors and further built the team to meet the rapidly changing environment due to the organic growth and acquisition expansion.

Responsible for all Finance related audits for the Bank.

Led the effort to complete Sarbanes-Oxley (SOX) section 404 testing on time and with an unqualified opinion for a \$60 billion financial institution. This included designing substantive and control tests, based on the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework, in order to document compliance and operating effectiveness of Management's internal control environment

In year two of SOX compliance, fully revised internal audit's testing approach by integrating financial control and substantive audit testing.

**Controller**

**April 2001 to December 2004**

**Staff Accountant to Accounting Manager**

**January 1989 to October 1999**

## **EDUCATION**

Bachelors in Science, Accounting, December 1988                      Liberty University, Lynchburg, VA  
Associate in Applied Science, Accounting Technology, May 1986                      IVY Tech, Richmond IN

## **PROFESSIONAL DEVELOPMENT AND MEMBERSHIPS**

Certified Public Accountant, active license Florida  
Certified Global Management Accountant  
Member, American Institute of Certified Public Accountants  
Member, Florida Institute of Certified Public Accountants  
Executive Advisory Board member for Florida Virtual Campus (FLVC)

## **VOLUNTEER OPPORTUNITIES**

United Way of Indian River County – Finance Committee  
Community College Constituency Council for the National Association of Colleges and University  
Business Officers (NACUBO)  
Accounting/Business Graduates (IRSC)– workplace preparation  
Guest lecturer (IRSC) - accounting classes  
Local CPA firm (summer only) – staff development, tax return review, and financial statement  
preparation and review  
Active member and volunteer in local church  
Former Class Administrator for Bible Study Fellowship International – while living in Pennsylvania  
and Michigan