



Angeline Smith, MPA
Accountant & Business Consultant

Professional Bio

EDUCATION

As Principal Accountant & Business Consultant of Angeline & Associates, LLC, Angeline Smith works diligently to provide *quality service* to A&A's clients. Ms. Smith earned her Bachelor of Science degree in Accounting from Wayne State University's School of Business Administration. Ms. Smith also holds a Master of Science degree in Public Administration from Central Michigan University. She is a Certified QuickBooks Professional Advisor (QuickBooks is the leading Accounting Software used by small to midsize businesses, including nonprofit organizations).

Angeline is very familiar with Project Management processes and has a general knowledge of the Project Management Framework developed by the Project Management Institute through its Project Management Body of Knowledge (PMBOK).

EXPERIENCE

Angeline has built a career that makes her uniquely qualified to offer accounting and consulting services in ALL areas of business operations. Following is an outline of her experience.

Accountant

As Principal Accountant of Angeline & Associates, LLC, Angeline works directly with clients to assess their accounting needs, which can range from day-to-day bookkeeping to the Monthly close of their financial records, to a retroactive "annual compilation" of financial records. She uses her consulting skills and knowledge of business planning strategies to work with clients to assess their financial data in order to make sound business decisions.

Angeline is a Certified QuickBooks Pro-Advisor and as such she also consults with clients to ensure that they are utilizing this popular accounting software effectively.

240 Lake Village Drive #302
Ann Arbor, Michigan 48103
T. 734.913.0362
F. 313.429.6090
angeline@angeline-associates.com
www.angeline-associates.com

Angeline worked as an Accountant in the Grant Accounting & Financial Reporting department at Wayne State University where she audited grant activity for medical research, training, community service, and a whole host of other types of grants. She became familiar with donor and sponsor guidelines and restrictions to ensure the adherence of these policies on a daily basis. She also reconciled these grant accounts and prepared financial reports outlining university spending activities. As an Accountant in the Surgery Business Office at The University of Michigan, Angeline tracked and reported on revenue generated from the areas of surgery.

Business Manager

Much like any organization juggling multiple programs, the Center for Urban Studies (CUS) at Wayne State University within the College of Urban, Labor and Metropolitan Affairs supports many programs that serve the Southeastern Michigan community. Serving as Business Manager afforded Angeline an opportunity to develop her grant writing skills. Already an exceptional communicator, she learned the nuances of proposal development and the need to express passion about the projects, programs and ideas for which funds were solicited. By developing succinct budgets and budget narratives, Angeline added significant impact on the Center's ability to sustain its service delivery efforts. As Business Manager for CUS, Angeline also implemented and oversaw, along with her staff, sound administrative policies and procedures to ensure fiscal accountability through strong internal controls.

NIH Grants Administrator

In this role within Wayne State's Office of Research & Sponsored Programs, Angeline managed the fiscal activities for 60+ projects funded by the National Institutes of Health with a combined total of more than \$2.2 billion. She consulted with over 30 departmental administrators on pre and post award issues ranging from proposal development and re-budgeting guidelines to the interpretation of award agreements. Here, she also monitored revenues and expenditures of said projects to ensure the prevention of deficit spending.

Management Consultant

As a professional consultant with KPMG Consulting Inc. (now Bearing Point), Angeline traveled across the country to assist clients with all phases of business operations including grant management and administration. Among the many clients she served while with KPMG include:

- *Oregon Health Sciences University: Sponsored Projects Administration Department - Portland, Oregon*
- *Children's Hospital of Orange County: Department of Finance - Orange, California*
- *The George Washington University: Office of Research Services - Washington, D.C.*
- *University of California at San Francisco: Grant Accounting Department - San Francisco, California*

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Consultant - Strategic Planning & Process Reengineering:

As a professional consultant with a well known and respected privately held consulting firm located in down town Detroit, Michigan Angeline worked as Project Manager serving a large urban municipality. She headed up a team of CPAs and Professional Consultants to assess the organization's grant administration environment. The team also developed a grant management and reconciliation process and trained client staff to effectively execute the process.

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While on this project, Angeline and her team of consultants developed and delivered a grant administration training program for the municipality's Sub recipient organizations with Empowerment Zone and Housing and Urban Development grants. Angeline wrote the successful proposal to win this project.

Angeline also offered strategic planning and process reengineering consulting services while with this firm. Therefore, she is not only well qualified to provide grant services, she is very familiar with elements of the capacity building process which facilitates the alignment of an organization's service delivery practices with its administrative infrastructure and strategic plan. These skills are valuable when describing an organization's management philosophy to potential funders and other key stakeholders. They are also valuable in assisting organizations with efforts to become "grant-ready".

Principal Accountant & Business Consultant of Angeline & Associates, LLC – Firm Overview

Angeline via Angeline & Associates, LLC offers a myriad of services to both nonprofit and for-profit organizations to ensure their continued sustainability. In addition to performing project management and quality assurance activities on projects with multiple consultant resources, Angeline also provides direct consulting services to include; Operational Assessments, Program / Project Design, Strategic and Fund Development Planning and Implementation, Funder Research and Prospecting, Grant Proposal Development, Fund Raising Event Planning, Process Mapping, Staff Training and Development, and Board Development. The firm also offers support services to that include specific business plan development (including implementation support), tax preparation for small business and nonprofits (form 990), nonprofit and LLC set-up. Full charge accounting as well as payroll processing and administration and grants management are also included in the firm's portfolio of services.

PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE

Angeline stays abreast of industry best practices and participates in continuous professional development through her affiliation with and service to the following organizations:

- *National Society of Accountants – Member*
- *Women Business Owners of Southeast Michigan - Member*

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- *Ann Arbor Summer Festival – Trustee*
- *Wayne State University School of Business Administration Alumni Association Board – Past Director*
- *Professional Referral Alliance (BNI Chapter – Chelsea, MI) – Founding Member and Past Chapter Vice President*
- *American Association of Grant Professionals – Former Member*
- *Non-Profit Enterprise at Work (NEW), Ann Arbor, Michigan –*
 - *Grant Writing Workshop Presenter (Multiple Times)*
 - *IRS 990 – New Requirements Workshop Presenter*
- *Association of Fundraising Professionals – Former Member*
- *Association for Research on Non-profit Organizations and Voluntary Action – Former Member*
- *Federation of Youth Services: Non-profit Human Services Organization in Detroit, MI - Board Member - '04/'05*
- *National Organization of Women Business Owners – Former Member*
- *Ann Arbor Area Chamber of Commerce – Former Member*
- *Detroit Chamber of Commerce – Former Member*
- *Toastmasters International – Former Member*
- *Literacy Volunteer – Dominican Literacy Center – Detroit, Michigan*
- *Alliance for Nonprofit Management – Former Member*