

Peter R. Bullen, CPA

Curriculum Vitae

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Finance & Audit Experience

Financial Controller, PGI, Inc, Washington, DC, January 2000-present

- Co-Controller of 28-office, 600-employee event production company.
- Supervision of 6-person Accounts Payable Department; oversight of Travel & Entertainment (T&E) expense reporting process.
- Oversight of 6 field offices
- Responsible for Accounting Policies & Procedures. Created Policies Manual; restructured T&E reporting procedures; strengthening compliance with existing and new policies and procedures.
- Preparation of annual financial statements; coordination with independent auditors.
- Planned and implemented decentralized cash forecasting system, involving all 28 domestic offices, replacing a completely centralized cash forecasting system.
- Designed and implemented unbilled receivables reporting system, to speed billings.

Financial Controller, Intergraph España, S.A., Madrid, Spain, 1992-94

- Responsible for all financial analysis and reporting for this subsidiary of a U.S. computer hardware / software firm, including: monthly, quarterly and year-end reporting & analysis; ad-hoc analyses; tax returns; statutory annual financial statements; U.S. tax-compliance reporting.
- Supervised Accounting Department, including monthly financial close. Responsible for local internal control (both financial and administrative) and for all coordination with auditors.
- Strengthened compliance with company-wide accounting policies, and improved or created local policies where necessary.
- Initiated changes to computer and manual systems, which made it possible to produce more and better financial analysis and reporting, with greater timeliness, while reducing overall workload.
- Intergraph Spain sells and supports CAD/CAM/CAE computer hardware and software, manufactured by its parent corporation in the U.S.A.

Senior Auditor, Ernst & Young, Auditores, Madrid, Spain, 1990-92

- Planned, supervised, and performed audits of Spanish subsidiaries of U.S. and U.K. firms.
- Applied both Spanish and U.S. accounting standards.

- Learned Spanish accounting systems and financial statement requirements.
- Ensured compliance with reporting requirements of parent companies.
- Acting Financial Controller for a manufacturing client for 4 months.
- Worked on acquisition review and special projects.
- Ernst & Young is one of the "Big Six" and is the largest auditing firm in Spain.

Senior Auditor, Lang + Associates, CPAs, Bethesda, Maryland, U.S.A., 1985-90

- Planned, supervised, and carried out field work for audits and reviews.
- Performed field work on audits of an SEC client (listed on stock exchange).
- Aided clients in financial forecasting and tax planning.
- Prepared federal and state corporate tax returns, specializing in multi-state clients.
- Planned and executed out-of-town portions of a compliance audit of a U.S. defense contractor and of an audit-related controls review of external service bureau.
- Lang & Associates is a local auditing firm with 20 professional staff.

Staff Auditor, Kyle & Company, CPAs, Washington, DC, U.S.A., 1984-85

- Performed audit fieldwork at junior level, plus compilations, reviews, and tax returns.
- Advanced to planning audits and supervising more junior auditors.
- Kyle & Company was a small local auditing firm with 7 professional staff.

Computer Experience

High School Computer Lab Coordinator, American Embassy School, New Delhi, India, 1996-present

Initially responsible for tutoring individual students in computers on an ad-hoc basis and supervising and maintaining the Computer Lab, which comprised 28 Macintosh PowerPC computers. On own initiative, expanded position:

- Provided primary computer support to all High School teachers, including training, troubleshooting, software installations, etc.
- Planned and taught weekly computer-education seminars for the teachers. Topics included MacOS, word processing, grading software, databases, spreadsheets, graphics, PhotoShop, PageMaker, E-mail, searching the Web and creating webpages.
- Teaching-Assistant for classes held in the Computer Lab: Computer Studies, Computer Science, Publications (yearbook & school newspaper) and "Information Technology in a Global Society".
- Designed and maintained the school website (<http://www.serve.com/aesndi/>)

Teacher, American Embassy School, New Delhi, India, 1997-1998

Taught 'Computer Studies', a required, one-semester, introduction to computers and various applications, in addition to duties as the HS Computer Lab Coordinator. As well as modules on word processing, spreadsheets, databases and graphics, the course covered using the Internet, computer ethics & intellectual property rights and other topics. In the second semester, introduced a module on webpages, replacing one on desktop publishing. In the Fall of 1998, a new faculty position was created specifically to teach the class.

Other Computer Experience

Throughout my career, I have used the computer technology available to me to the fullest extent possible. In the past few years, my self-taught knowledge as a computer user has expanded to include becoming expert in HTML and studying programming, first in Windows 3.1 (Delphi) and more recently using web-based languages (PERL).

- Conceived and developed several systems to extract and analyze data from the existing 'closed' UNIX-based accounting package and from other computer systems. (*Intergraph*)
- Member of the task force selecting new 'business process' software (*Intergraph*)
- Planned and taught in-house courses, in Spanish, on using Macintosh computers, audit software tools and other computer programs. (*Ernst & Young*)
- Designed and tested custom investment portfolio software for large not-for-profit client. (*Lang*)
- Advised clients in selection of computerized accounting systems and helped them convert their books to their new accounting systems. (*Lang*)
- Initiated, planned and taught in-house computer education program. (*Lang*)
- Programming in Windows 3.1, first using CA-Realizer (superset of BASIC) and then using Borland's DELPHI programming language (superset of PASCAL).
- CGI Programming in PERL.
- Found microcomputer in closet. Taught myself how to get it to work, how to use the CP/M operating system, the MultiPlan spreadsheet application and WordStar. (*Kyle*)

Computer Knowledge-base

Operating Systems: Detailed knowledge of the Windows 95, Macintosh, Windows 3.1 and DOS operating systems. Some knowledge of the UNIX and Linux operating systems.

Application Programs: Proficient in Word 6, MS-Excel 5, ClarisWorks 4, PageMaker 6.5, PDF-Distiller 2, PhotoShop 5, PageMill 2, PaintShopPro 5, most Web-use software (all browsers, Eudora, FTP, Telnet, Newsreaders, ICQ, etc), various HTML editors (both text-based and WYSIWIG), SuperCalc, Lotus 1-2-3, WordPerfect and Chameleon (UNIX) accounting software.

Languages: Expert in HTML, CSS. Also, PERL, BASIC, PASCAL.

Qualifications & Education

Certified Public Accountant, U.S. CPA Examination, Virginia, USA, 1983. Virginia CPA Certificate No. 11809.

B.S. Commerce (Accounting Major), McIntire School of Commerce, University of Virginia, Charlottesville, VA, USA, 1983. Sufficient course-work for minor degree in History & International Relations, which degree was not offered by the McIntire School.

Additional Information

Citizenship: U.S.A. Eligible and applying for Irish citizenship.

Languages: English (native speaker); Spanish (fluent); French (working knowledge).

Driving: U.S. and Indian drivers licenses.

I left Spain to join my Irish fiancée in Dublin, where we were married in June 1995. During my time in Ireland, I studied computer programming, on my own, and the Irish language, through *Conradh na Gaeilge* (the Gaelic League). I also volunteered with the Dublin AIDS Information Hotline.

In September 1995, I transferred to India with my wife, who took up an assignment in New Delhi as First Secretary with the Embassy of Ireland. After arriving in Delhi, I studied programming and Hindi until I began work at the American Embassy School.

We moved to Washington, DC, in September, 1999, where my wife has taken up a new posting as First Secretary with the Embassy of Ireland.