

EVELYN M HAMLING
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CAREER SUMMARY

A results-oriented **Credit Manager** with expertise in financial analysis, risk assessment, credit and collections. Demonstrated professionalism, strong communication skills and supervision capabilities.

EMPLOYMENT HISTORY

Global Television Network **2001 – 2005**
Credit Manager Western Canada

- Managed approximately 45 national credit accounts for fourteen conventional television stations and six specialty channels, up to \$30 million a month.
- Responsible for month end reporting for national credit department for all stations.
- With national sales representatives across Canada and in the U.S. processed credit applications, collected accounts and resolved problems. Performed same functions for local sales on Saskatchewan stations.
- Developed discrepancy database with National Sales and IT to monitor discrepancies for all stations. This is a very effective tool that is utilized by all sales and traffic departments.
- Harmonized and maintained client files of over 10,000 accounts in preparation for new traffic system being brought on board in a year.
- Loaded and tested client files, balanced and verified import files while working with National Accounts Receivable Conversion Team.

WIC Alberta Ltd. (Now Global) **1999 – 2000**
Corporate Credit Manager – Alberta Region

- Accepted a short-term contract with responsibility to bring department up to speed and make recommendations for the future of the department. Responsible for the control of accounts receivable ledger up to \$10 million a month with approximately 2,000 active accounts.
- Streamlined the invoicing process reducing time to process and made several changes to make the department more efficient. Established a log system to track discrepancies for the accounting and traffic departments. This became a tool that was also used by the sales managers.
- Supervised staff of two accounts receivable clerks, increasing workload and improving record keeping to better utilizing their time. Also two traffic log reconcilers ensuring work completed to facilitate month end invoicing and reports. These people were located in Calgary and Edmonton.
- Worked with sales representatives at four stations in Alberta to process credit applications, collect accounts and resolve problems. Performed these same functions in conjunction with the credit manager of WIC Vancouver, with National and U.S. representatives.

CTV Television Inc. (Channel 3 Television) **1990 – 1999**
Corporate Credit Manager – Western Canada **1998 – 1999**
Credit Manager – Western Canada, Accounting Manager for maternity leave. **1997 – 1998**
Corporate Credit Manager – Western Canada. **1996 – 1997**
Credit Manager – CFCN TV Calgary & Lethbridge. **1990 – 1996**

Responsible for all aspects of the credit and collection department for CTV Western Canada with additional responsibility for national accounts on CTV stations across the country, in excess of \$200 million annual accounts receivable.

- Coordinated credit information across country working with 100 plus sales representatives resulting in minimal bad debt.

- Updated and administered credit policy while maintaining a bad debt load of less than .25%.
- Provided financial information to controller, General Manager and head office, as well as timely month end reports.
- Established reserve account to enable local sales reps to book orders before credit established. This ensured that the inventory was available for their clients, but that orders were not processed until credit approved.
- Ensured discrepancies were cleared on a timely basis resulting in consistent payments from clients.
- Met with advertising agencies in Toronto and Montreal on annual basis to establish rapport with accounting departments.
- Responsible for timely preparation of profit and loss statements with monthly comparisons.
- Coordinated budgets for the year for stations in Calgary and Lethbridge in excess of \$35 million.
- Maintained inventory control of purchased programming.
- Supervised two payroll staff to ensure timely commission and regular payroll cheques.

CP Hotels & Resorts – Banff Springs Hotel

1988 – 1990

Credit Manager

Responsible for managing \$35 million annual accounts receivable, supervising staff of five accounts receivable clerks.

- Collected 99.8% of outstanding debt.
- Collected \$1.5 million annual rent from 50 hotel vendors.
- Installed CP credit policy.

Kananaskis Inn

1987 – 1988

Accounting Manager

- Managed the general accounting and financial reporting functions for a full service resort hotel.
- Installed automated system and established chart of accounts.
- Created and installed financial reports and payroll systems.
- Managed cash flow of operations.

COMPUTER SKILLS

- Excel, Microsoft Word, Windows, Great Plains, Credit Management System, Quattro Pro, AccPac, Lotus 123
- Bias, Columbine, (media systems) Finance to office, (created for media)
- Lodgistix (hotel system)

EDUCATION and PROFESSIONAL DEVELOPMENT

B.C. Vocational School – Business Diploma

University of Calgary – Financial Accounting

New Horizons Computer Learning Centres – Excel 5.0 and Word 6.0 for Windows

Fred Pryor Seminars – Business Writing for Results

Broadcast Cable Credit Association Conferences

Computing Made Simple – WordPerfect Courses

Banff Spring Hotel – Professional Development Workshop

PROFESSIONAL ASSOCIATIONS

Member of Professional Credit and Financial Association