

# ELIZABETH A HOWARD

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## EXPERIENCE

**MAR 2016 – PRESENT**

**PRODUCTION PLANNING ANALYST, EAG LABORATORIES, INC.**

Review and comprehend quotes that are submitted and approved to break out tasks or projects to create laboratory work schedules. Work with business development leadership to set capacity targets and top line “stretch” goals for each operations unit monthly based on work or business days per month. Used capacity targets to assemble and maintain production schedules for operations unit. Hold regular meetings with operations management to ensure projects are on track to meeting revenue targets and forecast. Have a strong understanding of project flow within operations. Work with business development, sales, program management and operations management to ensure schedules are met and identifies potential hindrances. Update backlog forecast for all operations units assigned and ensure topline targets are achieved or, if not on track, appropriately brings to the attention of business development leadership. Make suggestions as to staffing, including temporary staff transfers to ensure timely delivery of client contracts and inform operations and business development leadership. Provide timely and regular reports regarding capacity in terms of staffing needs for projects in all stages of completion. Managed and reconciled pass thru, cooperator, intercompany schedules as well as wrote intercompany quotes and internal change orders. Took the lead on the intercompany process to ensure accurate revenue recognition and backlog calculations across 3 sites. Am the lead on entry issues and/or errors in PTW and CRM. Have a very strong working knowledge of PTW, CRM, LIMS & PWA.

**NOV 2013 – MAR 2016**

**ASSOCIATE PRODUCTION PLANNING ANALYST, EAG LABORATORIES, INC.**

Review and comprehend quotes that are submitted and approved to break out tasks or projects to create laboratory work schedules. Assembling a worklist or production schedule for operations, guiding operations staff to complete current client projects according to the quote and to ensure profitability is met. Use capacity targets to assemble and maintain production schedules for each operations unit. Hold regular meetings with operations management to ensure projects are on track to meet revenue targets and forecast. Updated backlog forecast for all operations units assigned. Make suggestions as to staffing, including temporary staff transfers to ensure timely delivery of client contracts and informed operations and business development leadership. Provide timely and regular reports regarding capacity in terms of staffing needs for projects in all stages of completion.

**MAY 2013 – NOV 2013**

**PRINCIPAL BUSINESS DEVELOPMENT ANALYST, ABC LABORATORIES, INC.**

Work directly with leadership in operations, review progress of work under contract to determine appropriate amount to invoice and/or revenue to recognize. Requests invoices and/or revenue recognition based on the term of the contract and any change order relative to change of scope work contracted. Work with accounts receivable team, requesting new billable items or cost categories. Actively investigate any discrepancies between work completed and work contracted to ensure appropriate change orders are executed. Become familiar with laboratory schedules, scope of work and contracts and used knowledge to alleviate invoice responsibility from operations staff. Research additional areas for revenue recognition under existing contracts to maximize income from various projects across all service lines. Aid in forecasting new work based on lab schedules and contract content. Work close with accounting, business development and appropriate management to ensure revenue is accurately recognized and correlated to actual work done. Maintains spreadsheets and data base to track data entry in detail as required. Assist in reconciling work forecast in each month with work completed. Provide project and contract support to internal and/or external customers.

**SEPT 2005 – MAY 2013**

**ACCOUNTING SPECIALIST, ABC LABORATORIES, INC.**

Voucher and audit employee expense reports, purchase orders and non-purchase orders as well as received shipments for payment. Verify approvals and account codes. Process weekly check run, including ACH/EFT payments, and match documents to ensure accuracy. Responsible for various accounts as well as the maintenance of a vendor database which led to a more efficient payables process. Reconciliation of monthly bank statements and liability accounts as well as the maintenance of a large filing system. Assisted with the successful integration and data cleansing for the migration of data from Microsoft Great Plains 8.0 to 9.0. Assisted with the design of the inventory and A/P module of Microsoft Great Plains 9.0. Assisted with the successful implementation of the Fixed Asset module of Microsoft Great Plains 9.0. Process quarterly sales/use tax returns for the Department of Revenue and maintain intimate knowledge of all tax laws and regulations. Prepared bi-weekly payroll for all employees in two states and maintain records of sick, vacation and other time away from work by the employee. Ensured transfers of payroll deductions are made to the appropriate agencies. Answered employee inquiries related to payroll, deductions and payroll taxes. Reviewed quarterly and annual payroll reports for various jurisdictions that have been prepared by an outside payroll processing company. Maintained 401k related information to enroll employees, set up deductions and provide reporting for quarterly and annual testing of the plan. Assisted in the implementation and design of the Core Payroll & Benefit Module of the payroll software UltiPro from ADP. Worked closely with Human Resources in relation to new hire onboarding, benefit eligibility, wage garnishments and yearly merit increases. Volunteered to be cross trained and stand in as the backup for the Human Resources Generalist when required

## **EDUCATION**

**OCT 2016**

**BACHELOR OF SCIENCE BUSINESS ADMINISTRATION, COLUMBIA COLLEGE**

**MAY 2000**

**DIPLOMA, LEXINGTON HIGH SCHOOL**

## SKILLS

- Microsoft Great Plains
- CRM 2015
- PWA
- Understanding of operations workflow
- Forecasting
- WIP/Prebill
- Accounts Payable
- Payroll
- LIMS
- Microsoft Office Suite
- UltiPro
- PTW
- Multitask
- Reconciling
- Coop/Pass Thru
- Fixed Assets
- Accounts Receivable
- Headcount
- Quoting & CO Process

## REFERENCES

Amy Mize, PhD  
Vice President Business Development, KCAS Bioanalytical  
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