

---

---

# MARY EVANS

📍 Address

☎ Phone ✉ Email

---

---

## ~ SENIOR ACCOUNTANT ~

Analytical, detail-oriented, and proactive professional offering broad experience in general and benefit accounting, finance, and public accounting within diverse industries such as healthcare and financial services. Possesses strong qualifications in account analysis of higher risk accounts, business planning, as well as staff development and leadership. Exemplifies excellent communication skills, self-confidence, maturity, and the ability to work well independently or as part of a team. Areas of expertise:

- Financial Management and Analysis
- Budget Preparation and Administration
- General Accounting
- Staff Training and Development
- Public Accounting
- Reporting and Documentation

---

---

### PROFESSIONAL EXPERIENCE

---

---

PFIZER, INC. ▪ MEMPHIS, TN

**SENIOR ACCOUNTANT, CORPORATE ACCOUNTING AND ANALYSIS - BENEFITS**

**MAR 2007-PRESENT**

Assume overall authority for the financial operation of Pfizer's Stock Based Compensation, Rabbi Trust, ESOP and Deferred Compensation plans, such as budget preparation, accounting, taxation, account reconciliation, and forecasting.

**Key Accomplishments:**

- Compiled and presented financial information to External Reporting for inclusion in Pfizer's Stock Based Compensation footnote and Executive Compensation disclosures maintained in Pfizer's annual proxy; completed financial / share information that is used in the calculation of EPS and in SEC filings such as the 10Q.
- Prepared and submitted monthly and quarterly analysis summarizing and forecasting plans and activities to senior management.
- Led quarterly accounting of Pfizer's Common Stock dividend worth \$2B per quarter as well as analyzed Pfizer's equity section of the balance sheet on a quarterly basis.
- Reconciled multiple share based accounts regarding Common, Treasury and EBT shares on a monthly basis; researched and resolved share discrepancies by communicating with 3<sup>rd</sup> party share Trustee and Custodian.
- Compiled and submitted quarterly variance analysis of Equity accounts for Pfizer's three largest companies.
- Interfaced and worked with all levels of management including Corporate Human Resource, Pension Administration, External Reporting, Tax, Consolidations and 3<sup>rd</sup> parties in determining accounting and reporting requirements for new plans and initiatives relating to Pfizer colleague benefits.
- Delegated assignments and reviewed daily performance of two staff accountants; provided training on Pfizer's internal systems for consultants.

PFIZER, INC. ▪ MEMPHIS, TN

**DIVISIONAL BUSINESS ANALYST, FINANCE**

**MAR 2004-MAR 2007**

Directed and managed Shared Services' financial operations and transactions to ensure proper accounting standards were implemented. Analyzed division's monthly expenses and presented results to divisional management. Managed and supervised a team of four colleagues.

**Key Accomplishments:**

- Provided assistance to divisional controller in developing and managing \$37M annual budget.
- Compiled and submitted division's quarterly forecasts and restructuring savings information to senior management.
- Calculated and presented financial impact of various business model changes including transitioning transactional work to Global Outsourcer.
- Served as division's primary finance contact for internal audit with responsibility in assisting in the development of division's Business Continuity Plan and Information Security Protection Plan under the direction of internal audit.
- Delegated assignments and reviewed the daily work of one staff accountant.

---

---

# MARY EVANS

📍 Address

☎ Phone ✉ Email

---

---

- Acted as the facilities department supervisor with responsibility in overseeing and coordinating three colleagues; liaised between 3<sup>rd</sup> parties to supervise day-to-day facility functions as well as to resolve issues within the facility.

PFIZER, INC. ▪ MEMPHIS, TN

**STAFF ACCOUNTANT, CORPORATE ACCOUNTING AND ANALYSIS**

**JUN 2001-MAR 2004**

Performed a full spectrum of accounting functions including month-end journal entries, monthly account reconciliations, quarterly analysis of multiple areas of balance sheet, and monthly accounting and financial statement preparation of the Pfizer Foundation.

**Key Accomplishments:**

- Participated as full-time member of the Pharmacia acquisition team with responsibility in transitioning shared service functions and mapping Pharmacia SAP accounts to Pfizer financial system code block.
- Held responsible for the financial reporting of all debt instruments and the quarterly analysis of all related balance sheet accounts.
- Assisted Internal Audit in rolling out and implementing Risk Navigator software program within Pfizer's North American Shared Service center.

ERNST & YOUNG, LLP ▪ MEMPHIS, TN

**SENIOR / STAFF AUDITOR**

**OCT 1998-JUN 2001**

Developed audit plans, evaluated accounting operations, and coordinated fieldwork on engagements. Assumed responsibility in organizing daily audit engagements, delegated assignments, and evaluated staff auditors' performances.

**Key Accomplishments:**

- Examined and validated financial statements of SEC regulated clients in the Financial Services industry.
- Accurately completed SEC filings such as 10Q and 10K for Financial Service clients, accomplished auditing of higher risk accounts including Debt, Derivatives, Equity, and Alternate Investments, as well as prepared financial statements for Benefit Plans.
- Successfully reviewed companies' internal control structures and operations by conducting interviews with management and process owners; followed through by creating narratives, flowcharts, walkthroughs and recommendations as end deliverables.

---

---

## EDUCATION

**Master of Accountancy: 1997-1998**

**Bachelor of Business Administration in Accounting: 1993-1997**

Rhodes College ▪ Memphis, TN

**Certified Public Accountant (CPA)/ Licensed in Tennessee**

---

---

## AWARDS

**2-time Recipient of Individual Performance Award, Pfizer Inc.**

**Bonner Scholar Community Service Scholarship, Rhodes College**

**Promus Corporation Academic Scholarship, Rhodes College**

---

---

## PROFESSIONAL AFFILIATIONS

TSCPA (Tennessee Society of Certified Public Accountants)