

April L. Armstrong

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Education:

- Master of Business Administration. Tennessee Technological University, 12/2010
- Bachelor of Science in Business Administration, Accounting Major. University of Tennessee, 8/2005

Active Professional Certificates:

- Certified Public Accountant (CPA)
- Society for Human Resource Management Senior Certified Professional (SHRM-SCP)

Work Experience:

Container Technologies Industries, LLC

01/23-04/24: Chief Financial Officer

01/23-12/23: Board Member & Treasurer (Board of Directors dissolved upon sale of company in December, 2023)

01/19-12/22: Accounting Manager

- Hired as Accounting Manager in 2019, and promoted to CFO and Board Member (holding Board position of Treasurer) by late 2022 Board vote
- Worked closely with President/COO on Human Resource strategy, including employee bonus structure and benefit packages, to improve company culture while managing costs
 - o Implemented and administered company's first employee retirement plan
 - o Processed weekly payroll for approximately 52 employees and maintained direct labor data, prepared quarterly and annual payroll tax reports
 - o Worked with third party vendor to ensure time-keeping system was properly customized to meet company's direct labor tracking needs (while minimizing disruption to daily productivity)
 - o Provided HR support to employees as needed
- Responsible for internal processes including Payroll, A/P, A/R, Inventory and FA Management and ensuring accuracy of the resulting financial data
- Provided routine financial reports as well as any ad hoc reports to President/COO, Board, and other LLC Members
- Analyzed financial data to identify operating trends and opportunities for improvement
- Maintained data and submitted documentation for HUBZone recertification
- Responsible for treasury and loan management
 - o Maintained existing relationships and curated new relationships with banks and other lenders
 - o Responsible for reporting compliance with any active loans and grants
- Provided support and information to parties to close a New Market Tax Credit transaction that would fund plant expansion
 - o Maintained records and prepared/submitted reports required for NMTC compliance, both throughout the construction period (for proper inspection and draw process) and post-completion
- Worked with Tax Preparers and Independent Auditor for year-end completion/reporting
- Provided support and documentation through due diligence period as the company underwent acquisition

Community Trust Bank, Inc.

07/18-12/18: Commercial Loan Officer

- Met with both prospective customers for commercial requests and maintained existing portfolio for prior market officer
- Presented commercial loan details to Board for approval
- Resigned to work with CTI with \$18 million in commercial loans approved and in process

Plateau Electric Cooperative

03/16-06/18: Assistant Bookkeeper

- Accounts Payable, daily General Office transaction review, reconciliation of bank accounts and G/L
- Additional financial analysis/reports provided to management as requested
- Preparation of the annual Ad Valorem Report
- Payroll processing and General Office support/backup as needed

First National Bank of Oneida

02/15-03/16: Vice President & Credit Analyst (Promotion)

02/14-03/16: Risk Committee Member/Secretary

- Member and Secretary of newly formed Risk Committee
- Prepared weekly agenda and recorded minutes
- Presented loan request summaries on behalf of lenders
- Discussed various risk areas and collaborated with colleagues on best practices to mitigate those risks
- Provided follow-up communication to lenders, so they could proceed as determined by Committee

04/12-03/16: Executive Loan Committee Secretary

11/11-02/15: Assistant Vice President & Credit Analyst (Promotion)

10/06-11/11: Credit Analyst & Executive Assistant

- Responsible for compiling customer-provided financial data, in various forms, and analyzing the data to determine appropriate structure for loan request, and preparing loan presentation to summarize the information; communicating information requirements with lenders and clients, and Appraisal Review for commercial real estate
- Provided Executive support
- Liaised with bank examiners and external loan review regarding loan portfolio

07/06-10/06: Customer Service Representative

- Provided service to Bank customers including cash handling and system operations