

Michael A. Sundo

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EDUCATION:

Duquesne University School of Law - Evening Division

Pittsburgh, PA

Juris Doctor and Masters of Business Administration, (May 2010 anticipated graduation)

- Business Law Journal selected member
- President - Corporate Law Society (2008-2010)
- Treasurer - Corporate Law Society (2007-2008)
- Treasurer - Christian Law Society (2009-2010)
- Low Income Tax Practicum (Represent low income tax clients in hearings with the IRS)
- Urban Development Clinic (Present current land use and development cases in the Court of Common Pleas)
- Estate Planning case study
- Leader of orientation committee

Duquesne University

Pittsburgh, PA

Bachelor of Science in Business Administration, (May 2003)

Triple Major: Accounting, Finance, and Accounting Information Systems – 143 credits earned in 4 years

- President of Student Accounting Association
- Treasurer of Alpha Phi Delta fraternity
- Secretary of Beta Alpha Psi Business Fraternity
- Social/Professional Director of Business and Accounting Student Society
- Beta Alpha Psi, Lambda Sigma, and Omicron Delta Kappa honors societies
- Dean's List

EXPERIENCE:

Housing Authority of the City of Pittsburgh

Pittsburgh, PA

Legal Intern (June 2009 – August 2009)

- Research substantive case law and statutes, while using Westlaw, the law library of Allegheny County, and the Housing Authority's law library. Whereby, daily memos and legal briefs were prepared, to be filed in Common Pleas and Commonwealth Court, for general counsel. Memos and legal briefs were prepared on bankruptcy, tax exemptions, federal due process, age discrimination, criminal complaints, the Wiretap Act, Right-to-Know Act, and Landlord-Tenant Act of 1951.
- Attend and prepare cases for Low Income Housing and Section 8 grievance hearings.
- Review construction contracts.
- Perform financial calculations on bankruptcy filings and apply the bankruptcy code to each unique filing.

Millcraft Industries, Inc.

Pittsburgh, PA

Senior Accountant and Financial Analyst to the Chief Financial Officer (May 2007 – June 2009)

- Analyzed real estate development investments to determine financial feasibility of projects through budgets, cash flow analysis, and proformas while making recommendations to the Chief Financial Officer.
- Engaged in government negotiations with outside legal counsel and worked directly with the Chief Financial Officer to secure financing for development projects. The financing included projects of \$70 million, \$39 million, and \$10 million, whereby, government grants, investor equity, new market tax credits, and historic tax credits were used.
- Directly negotiated multi-million dollar contracts with attorneys, investors, and lenders to secure financing; reviewed financial modeling complexity; and ensured accuracy and completeness of financing terms on a daily basis. Locked in derivatives and interest rate swaps.

- Performed month end close, reviewed journal entries, ensured bank loan draws are accurate and complete with appropriate expenses, analyzed budgets of nine entities to ensure appropriateness, assisted in yearly review of financial statements and footnotes for the external audit, and assessed proper allocation of pension fund investments.

PricewaterhouseCoopers, LLC

Pittsburgh, PA

Systems and Process Assurance - Senior Associate (July 2003 – March 2007)

- Lead controls audits for international and local clients, including Alcoa, Bayer, US Steel, Delta Airlines, Adelphia Communications, Allegheny Energy, Thermo Fisher Scientific, and several other companies in the United States, Canada, Hungary, and India. The audits concentrated on using integrated technical and intellectual skills to make judgments on possible fraud, performing Sarbanes Oxley reviews, reviewing maintenance of internal controls, consulting management on improving operations, and ensuring financial audits were appropriately incorporated into the overall audit engagement.
- Communicated audit findings to senior management through comprehensive written reports and oral presentations while interacting with audit committees, Chief Information Officers, Chief Financial Officers, and managers.
- Oversaw the work of junior staff and ensured all critical areas of the audit were completed in a quality manner.
- Taught audit, financial, and information processing concepts to staff to enable them to complete a successful audit.
- Reviewed work and directed staff on how they should remediate parts of testing that were not completed accurately.
- Instructed the firm's national Oracle Financials classes during weekly sessions across the country.
- Engaged in a six-month rotation with PricewaterhouseCoopers' Mergers and Acquisitions division whereby, I analyzed the debt, cash flow, and fraud of a bankrupt telecommunications company. Through this analysis, I helped to value the bankrupt Fortune 500 Company's assets for acquisition by two other Fortune 500 companies.
- Member of Information Systems and Control Association and American Institute of Certified Public Accountants (non-CPA section).

Hanson Building Materials

Pittsburgh, PA

Audit Department – Junior Accountant (May 2002 – September 2002)

- Properly recorded and examined invoices, while looking for vendor fraud and ensuring the validity of the invoices.

Barry L. Stein Realty

Pittsburgh, PA

Corporate Finance & Treasury – Intern (December 2001 – April 2002)

- Maintained bookkeeping for different rental properties and provided consultant advice on how to determine proper rent credit and tax payments.
- Reviewed rental and purchase contracts.

Dollar Bank

Pittsburgh, PA

Corporate Finance & Treasury – Intern (May 2001 – October 2001)

- Performed reconciliation procedures for samples of customer accounts to ensure customer balances equaled the records of Dollar Bank.
- Helped research teller fraud when accounts did not balance and fraud was suspected.

COMPUTER SKILLS:

- Microsoft Office Products (Expert Level) – Excellent financial modeling skills
- Oracle Financials (Expert Level)
- SAP (Beginner Level)
- C++ Programming Language (Beginner/Intermediate Level)
- Mainframe (Beginner/Intermediate Level)