

Claire M. Roberge

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WORK EXPERIENCE:

- 01/14 Present **KidsVax.LLC™** **CONCORD, NH**
- Chief Operating Officer for KidsVax, LLC
 - Controller for client entities for which a turnkey executive and administrative services agreement is in place
- 07/08 – 05/16 **CONCORD CHRISTIAN ACADEMY** **CONCORD, NH**
Chief Operating Officer
- Participate in administering school policies and developing long range goals and objectives.
 - Prepare and present monthly financial reports, cash flow reports and accounting analyses as well as help with the budgeting process.
 - Coordinate with auditors to generate audited financial statements.
 - Assist in the long-term strategic planning process.
 - Maintain personnel files and related payroll information.
 - Oversee centralized staff support for program activities.
- 05/02 – 07/08 **CML ADMINISTRATORS, LLC** **CONCORD, NH**
Chief Operating Officer
- Assisted in formulating and administering company policies and developing long range goals and objectives.
 - Prepared and presented budgets, cash flow reports and accounting analyses.
 - Managed reporting and accounting procedures for high risk pools.
 - Served as the company's human resource manager.
- 1997 – 2002 **BIO DEVELOPMENT CORPORATION** **MANCHESTER, NH**
Controller
- Managed the accounting functions for 10 diversified companies.
 - Prepared all monthly and annual financial statements and tax returns.
 - Supplied budgets and cash flows for each corporation.
 - Served as company's human resource manager.
- 1985 – 1996 **CHRISTIAN MUTUAL LIFE INSURANCE COMPANY** **CONCORD, NH**
- Served as Vice President of Operations from 1994 to 1996
 - Assisted in formulating corporate philosophy, developing procedures and objectives, setting personnel policies, and providing overall direction and assistance.
 - Served as company's human resource manager.
 - Managed reporting and accounting procedures for the account of another organization added in 1995.
 - Managed the Accounting Department from 1985 to 1996
 - Managed the work unit engaged in the accounting of all corporate finances.
 - Assisted with regulatory quarterly and annual filings to 19 states.
 - Prepared and administered payroll for home office and field agents.
- 1983 – 1985 **EDWIN M. LANGEVIN, C.P.A.** **CONCORD, NH**
- Prepared client payroll including payroll returns, A/R, A/P.
 - Prepared client monthly bookkeeping through trial balance and statements.
 - Managed the computer department.

- 1979 – 1983 **COMPUTER MANAGEMENT RESOURCES** **EPSOM, NH**
- Provided clients with daily, weekly or monthly computer processing for order entry, inventory control, A/R, A/P, payroll, general ledger and financial statements.
- 1978 – 1979 **LANGEVIN & ROBERGE, CPA's** **MANCHESTER, NH**
- Supervised two employees.
 - Tested computer programs for data entry for general ledger and receivables.

EDUCATION:

- 1988 Master of Business Administration – New Hampshire College, Manchester, NH
1983 Certificate in Computer Programming – New Hampshire College, Manchester NH
1965-1969 BA in Mathematics/Education – Rivier College, Nashua, NH

DESIGNATIONS:

- 1996 FLMI/M – Master, Fellow Life Management Institute (LOMA)
1991 FLMI – Fellow Life Management Institute (LOMA)

OUTSIDE INTERESTS:

- CareNet Pregnancy Center of Greater Concord Volunteer (Treasurer from 1999-2004)
Christian Medical Mission, Moca Dominican Republic Board of Director & Treasurer (since 1997)
The River of Grace Church Business Administrative Team (Treasurer from 1999-2007)
Dunbarton Lions Club Board of Director & Member
Global Missions Committee – Travel to foreign countries to do dental & eyeglass clinics
Trek – Spain, Portugal, Coast to Coast in England, France, Italy