

KEVIN M. REYNOLDS, PhD

Oklahoma | (757) 940-4727 | Kreynolds.atlas@gmail.com

PROFESSIONAL SUMMARY

Program leader and finance-minded operator with a doctorate in psychology, a BS in Accounting, and Intuit Tax Level 1 and Level 2 certifications. 20+ years directing cross-functional teams, client engagements, and technical delivery across multiple ventures, while personally running the books for each one: bookkeeping, general ledger, AP/AR, payroll, budgeting, financial statements, and internal controls. Proven ability to own a program end to end, from planning and budgeting through execution and quality control, in fast-paced, self-directed environments. Hands-on technical skills (PHP/MySQL, Java, Python) and a track record of building structure, financial discipline, and accountability into organizations that previously had none.

CORE SKILLS

Accounting & Finance: Bookkeeping & General Ledger Management • Financial Statement Preparation • Accounts Payable & Receivable • Payroll Processing • Budgeting, Forecasting & Cash Flow • Account Reconciliation & Month-End Close • Internal Controls • Individual Tax Preparation

Leadership & Operations: Program & Project Leadership • Cross-Functional Team Management • Client & Stakeholder Engagement • Process Design & Continuous Improvement • Quality Control & Rubric-Based Evaluation • Curriculum & Content Development • PHP/MySQL, Java, Python, HTML/CSS

PROFESSIONAL EXPERIENCE

Program Director, Psychoeducational Programs | SSGK LLC | 2020 – Present

- Direct the design and delivery of original psychoeducational programs, owning end-to-end program quality through rubric-based evaluation and continuous improvement, reaching adult learners across multiple cohorts.
- Lead program development from concept to launch, building module-based frameworks and scaffolded processes aligned to measurable outcomes.
- Manage the organization's budgeting and accounting; maintain the general ledger, handle AP/AR, reconcile accounts, and prepare financial statements tracking program costs against budget.
- Integrate technology-assisted workflows into program delivery and financial record-keeping to improve efficiency and consistency across the organization.

Program Director & Fractional CFO | BTL Consulting | 2004 – 2014

- Directed a web and application development consultancy, owning project delivery, client engagement, and technical program execution from launch through completion.
- Built and led the team responsible for design, development, and delivery of custom technical solutions for clients across multiple industries.
- Ran full-cycle accounting for the firm: bookkeeping, general ledger management, AP/AR, payroll, and monthly financial statements, with internal controls over billing, disbursements, and approvals.
- Managed budgets, timelines, and client relationships as the single point of accountability for program and financial outcomes.

Marketing & Business Management | Shear Bliss VB, LLC | 2016 – 2018

- Directed marketing strategy and client engagement programs for a service-based business, driving growth through improved client relationships and operational coordination.
- Owned budgeting and accounting: bookkeeping, AP/AR, payroll, account reconciliations, and financial statements used to plan spending and support sustainable growth.
- Led scheduling and process design initiatives to tighten operations and cost control.

Business Support & Client Operations | Atlas Exploration, LLC | 2014 – 2020

- Provided business support, process tracking, and client coordination for small organizations and independent ventures, including marketing operations and administrative workflow across digital platforms.
- Managed budgeting and accounting for the business: bookkeeping, invoicing and AP/AR, general ledger upkeep, and financial reporting.

CERTIFICATIONS

- Intuit Tax Level 1 Certification (Intuit) | [Verified on Credly](#)
- Intuit Tax Level 2 Certification (Intuit) | [Verified on Credly](#)

EDUCATION

PhD, Psychology (2026) • **MA**, Psychology (2021) • **BS**, Computer Science (2018) • **BS**, Accounting (2012) | *Liberty University*

REFERENCES

- **Daniel Deibler**, Lead Software Engineer, Huntington Ingalls Industries, Inc. | 757-660-4980 | Danphone2021@gmail.com
- **Andrew Bucklin**, Chief Systems Engineer, NTSB | 202-314-6000 | Andrew.Bucklin@ntsb.gov
- **Stacy Grooms**, Supervisor, BTL Consulting (Professional, Accounting) | 580-401-7838
Bookkeeping, financial statements, budgeting, GL management, AP/AR, payroll, internal controls