



Accomplished and results-driven senior leader with more than 15 years of progressive experience in financial and administrative management and over six years of executive leadership. Demonstrated ability to streamline business operations that drive down costs and increase process efficiency.

Accomplishments and skills are executive leadership, Built Business Strategy, Goals Facilitated Change Management, Developed Trust Relationships, Resolved Problems with Creative Solutions, fiduciary management, operational efficiency by budget amendment transaction decrease by 8.2%, and improved budget to actual accuracy rate to 99.5%.

CAREER HIGHLIGHTS

- Successfully implemented budgets in excess of \$250M.
- Effectively implemented modified zero-based budget method reducing costs by \$700K.
- Developed and executed an organization’s three-year financial plan.
- Implemented a capital project process to strengthen internal controls and reconcile a \$2M annual deficit.
- Instituted \$10M operating budget reduction through fiscal efficiencies and re-structure.
- Lead financial business operations through global pandemic.

PROFESSIONAL EXPERIENCE

**ST. PETERSBURG COLLEGE
VICE PRESIDENT, FINANCE & BUSINESS OPERATIONS**

February 2020 - Present

- Provide fiduciary leadership in wide range of areas, such as budgeting, accounting, financial reporting, funds investment, grants, auxiliary services, facilities operations, contract administration, and capital improvement project management.
- Direct broad-based administrative operations in support of 3,000 plus employees; 12 campuses, centers, and sites; and 48,000 students annually.
- Create and deliver concise, highly informative reports and presentations, essential to Board of Trustees’ and executive leadership’s efforts to make sound operations and policy decisions.

**ST. PETERSBURG COLLEGE
ASSOCIATE VICE PRESIDENT, BUDGETING & COMPLIANCE**

July 2017 - February 2020

- Served as the budgetary advisor and executive leadership to college constituents.
- Developed, managed, and implemented a \$250M budget.
- Provide financial and budgetary assessment to executive leaders through cost analysis and forecasting.

- Produce, analyze, and present monthly financial reports to the College Board of Trustees.
- Lead implementation of budget planning software.
- Prepare long term financial plans in accordance with College mission, values and strategic priorities.
- Built and maintained proactive processes and controls which are monitored for compliance.
- Continue to perform Director, Budgeting & Compliance duties elevated to the executive level.

DIRECTOR, BUDGETING & COMPLIANCE

May 2015 - June 2017

- Collaborate with executives, project managers, and cross-departmental leadership to set budget goals and ensure they're followed.
- Analyzed the variation between budget and actual transactions.
- Lead staff and day-to-day activities of the Office of Budgeting and Compliance.
- Provided overall leadership, direction, technical advice, and assistance in budgetary formulation, analysis, review, and control processes.
- Reviewed, recommended and implemented resource allocations for the execution of the approved operating budget.
- Reviewed, coordinated and monitored actual and projected tuition revenues and expenditures.
- Prepared and submitted annual approved budget to the Florida College System.
- Analyzed financial data and made recommendations to enhance business processes and profitability.
- Planned and conducted operational compliance reviews.
- Continue to perform Compliance Coordinator duties elevated to the management level.

BUDGET SUPPORT & DEVELOPMENT COMPLIANCE COORDINATOR

October 2011 - May 2015

- Conducted periodic internal reviews or audits to ensure that compliance procedures are followed.
- Collaborated with the Office of General Counsel and other departments to monitor enforcement of standards and regulations.
- Developed and revised policies and procedures to minimize risk.
- Provided internal control guidance to management and employees.
- Investigated and responded to alleged violations of rules, regulations, policies, and procedures related to fraud, misappropriation and misconduct.
- Performed transactional record reviews to ensure required documentation is maintained and processing is performed in a uniform, accurate, and timely manner and in accordance with all appropriate regulations and college policies.

- Planned and developed training programs associated with fiscal compliance and fraud prevention.
- Developed an annual comprehensive compliance report.

SENIOR ACCOUNTANT & PROFESSIONAL ACCOUNTANT

January 2008 - September 2011

- Senior Accountant role at SPC, completed annual financial statements, worked on complex accounting functions, assisted other Accountants, and maintained and reconciled accounts.
- Leadership Accountant role for Florida Department of Veteran Affairs reporting directly to Chief of Finance.
- Provide administrative advice and reporting to Chief of Finance and Executive Director on fiscal functions.

EDUCATION **PURSUING PROFESSIONAL MASTERS OF BUSIENSS ADMINISTRATION, FLORIDA INTERNATIONAL UNIVERSITY, JANUARY 2022**

BACHELORS IN BUSINESS ADMINISTRATION, ACCOUNTANCY & MANAGEMENT CONCENTRATION, UNIVERSITY OF SOUTH FLORIDA - AUGUST 2008

NOTABLE MENTIONS Graduate of *Leadership SPC* program in May 2016
Served on the St. Petersburg College 7th Presidential Candidate Search Committee
Member of Florida College System of Council of Business Affairs
Tampa Bay Business Journal 2023 CFO of the Year Honoree
