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**EDUCATION AND TRAINING**

Cornell University; Ithaca, NY	MBA, 2008
Bentley College; Waltham, MA	MS, Global Financial Analysis, 2004
The University of Essex; Essex, UK	Postgraduate Diploma, International Economics, 2001
AACSB Certification	PQ (Professionally Qualified) Certification College Level Instructor
Baruch College; New York, NY	BBA, Operations Management, 1997 <i>Magna cum laude</i>

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**EMPLOYMENT SUMMARY**

<b>New York City Department of Education</b>	<b>Financial Business Manager</b>	<b>New York, NY 2006 – Present</b>
<b>New York City Department of Education</b>	<b>Regional Network Specialist</b>	<b>New York, NY 2005 – 2006</b>

Direct financial strategic planning across 30 New York City schools for the **\$21.05B** Department of Education, the largest public school system in the U.S. with 1M+ students and 1400 schools. Develop and manage combined total annual budget of **\$200M**. Set strategic goals for network and individual schools. Direct procurement across network of 30 schools. Ensure compliance with federal, state and local grants to maintain funding. Collaborate with principals to implement operating procedures. Maintain internal controls to prevent waste. Monitor building and enrollment figures.

**Strategic Planning:**

- Determined **budget and procurement strategic plan** for each of 30 schools through comprehensive analysis of school data and interviews with school leadership.
- Worked directly with school leadership on an ongoing basis to build ties and develop understanding of school's needs. Created **financial strategic vision and plans** to build school's capacity.
- Selected as one of only 12 staff across Department of Education to participate in **exclusive management training program** for finance division designed to create pipeline of new leaders.

**Cost Savings:**

- Saved network of 30 schools **\$450K** by identifying and correcting budget discrepancies.
- Saved schools thousands of dollars by identifying numerous items that were significantly overpriced—up to **400%**.

**New York City Department of Education**

- Saved school **\$63K** by identifying and correcting error made by new financial services division.

**Client Services:**

- Achieved **top-level ratings** in ongoing assessments by all school clients through extraordinary customer service. Ensured stability in performance-based job by maintaining high ratings.
- Worked with human resources divisions to achieve **98%** fully staffed schools.
- Proactively worked to identify potential issues for schools in network, bringing issues to top-level management and **advocating for schools** in determining a solution.
- **Ensured all teachers in network were paid on time** by ensuring they were entered in both budget system and employee information system by September 1.

**Financial Analysis:**

- Led **quantitative and qualitative analysis** of comprehensive school survey. Determined any potential issues and work proactively to create solutions.
- Prevented schools from paying excessive prices by **negotiating agreement** allowing schools to purchase items from lowest bidders, regardless of contract status.
- Worked with vendor to **develop critical new contract** with Department of Education.

**Change Agent:**

- Served as **change agent** for Department of Education's innovative new business model, implementing corporate-style accountability and very proactive customer service.
- Assisted in employing **wide-sweeping comprehensive school reform**. Unique model became national showcase, utilizing service centers and business managers.
- **Led implementation** of chancellor's new initiative across network of 23 schools.
- Worked on project to create **human resources handbook** for top-level management.

**GAB Robins North America****Liability Specialist**New York, NY  
2004 – 2005

Analyzed complex claims for **\$425M** global claims management company with offices in 50 countries and over 4000 staff. Led claims review. Worked directly with executives, managers, and analysts.

- Processed up to 15 daily claims valued to **\$1M+**.
- Co-managed account for **\$18B** world's largest real estate and travel company (*Cendant Corporation*). Worked directly with legal department on complex **\$1M to \$10M** liability claims.
- Co-managed and supported **\$2M** account for leading worldwide franchiser.
- Managed account for **Roman Catholic Diocese of Brooklyn** as third-party administrator.

Educational Sabbatical to complete graduate studies

2003 – 2004

**CONSULTING ASSIGNMENTS****Empire State Development Corporation****Consultant**New York, NY  
2002

Worked with potential business recovery grant applicants after the events of September 11, 2001 for New York State's lead economic development agency. Counseled up to 15 clients daily. Evaluated and processed grant applications. Disbursed up to \$75K in funds per applicant. Represented state, federal and local governments in implementing plan to assist small businesses. Ensured timely compensation.

- Analyzed federal assistance eligibility for **businesses lost in World Trade Center tragedy**.
- Interviewed **\$1M+** companies to accurately disburse funds from **\$77M** relief grant.
- Served as translator (from **Spanish to English**) and mediator for Latino community to ensure that grants for business recovery after events of September 11, 2001 were **equitably distributed**.
- Identified **\$20K+** in overpayments. Provided recommendations to halt and recoup losses.

**AON Corporation****Quality Assurance Analyst**New York, NY  
2001 – 2002

Helped complete project to ensure file accuracy for **\$9B Fortune 500** insurance and risk management company. Verified information and accuracy of files following four-month conversion to paperless environment. Identified discrepancies immediately and collaborated with senior coordinators to resolve errors. Selected samples of scanned paperwork to ensure quality of work was nearly 100%.

- Initiated **50%** improvement in efficiency by recommending advanced database solutions.
- Achieved **35%** increase in customer satisfaction levels.

**KPMG****Financial Analyst**Dominican Republic  
2001

Performed financial analysis for Dominican Republic division of **\$16.9B** global network of professional firms providing audit, tax, and advisory services. Examined stability and profitability for the world's largest financial institutions. Identified growth opportunities. Reviewed commercial banking system policy changes. Utilized benchmarking to identify new client services and to show competitive analysis.

- Developed **English and Spanish** business proposals for **multimillion-dollar** prospects.
- Identified and valued potential mergers and acquisitions valued to **\$3M+**.