

Education	<ul style="list-style-type: none"> ▪ California State University San Marcos, B.S. in Accounting ▪ University of San Diego, PMP Certification
Experience	<p>1/2018 – 1/2019 CMSD Costa Mesa, CA</p> <p>Finance Manager</p> <ul style="list-style-type: none"> ▪ Provide administrative and analytical support directly to General Manager and Board of Directors ▪ Oversee all accounting functions including GL, AP, AR, FA, and Payroll ▪ Prepare and submit annual assessments to county for property tax bills ▪ Oversee annual preparation of the CAFR ▪ Lead in the formulation, coordination, implementation, and administration of the annual operating and capital budgets ▪ Manage various contracts, approve progress payments, and process change orders as needed ▪ Analyze expenses to set fees based on cost of service in alignment with Proposition 218 ▪ Prepare cashflow analysis to ensure stability of day-to-day operations and ability to meet capital funding needs ▪ Draft and present various staff reports at public board meetings and study sessions
	<p>9/2016 – 1/2018 SDCWA San Diego, CA</p> <p>Sr. Management Analyst</p> <ul style="list-style-type: none"> ▪ Lead in the formulation, coordination, implementation, and administration of the annual operating and capital budgets (approximately \$1.5 billion) ▪ Analyze expenditures, investigating variances, and administer budget adjustments/journals as needed ▪ Prepare monthly cash flow analysis to ensure proper funding available and inline with Capital Project schedules ▪ Analyze alternatives and makes recommendations in such areas as CIP, budgeting, cost analysis, cash flow estimates, and productivity ▪ Conduct complex budgetary, fiscal, and administrative studies having department and/or company wide impacts ▪ Grant and contract management including post-award administration ▪ Draft and/or approve various staff reports pertaining to Finance and CIP
	<p>7/2014 – 9/2016 City of Carlsbad Carlsbad, CA</p> <p>Management Analyst</p> <ul style="list-style-type: none"> ▪ Lead all department monthly accounting activities including AP approval, requisition management and the processing of journal entries ▪ Administer internal service funds for equipment replacement and facility maintenance ▪ Negotiate, write scope and administer various vendor contracts including processing change orders and approving progress payments ▪ Develop, implement and track performance measures ▪ Prepare/analyze/monitor department operating and capital budgets ▪ Manage real estate portfolio of 59 properties including tenant selection and rental management ▪ Draft and present staff reports at various City Council closed sessions ▪ Supervise and mentor assigned staff

<p>Experience Continued</p>	<p>4/2007 - 7/2014 City of Las Vegas Las Vegas, NV</p> <p>Sr. Financial Analyst</p> <ul style="list-style-type: none"> ▪ Processed/verified month-end closing including closing current month subsidiary ledgers. Verified all interfaces/subsidiary ledgers are reasonable. An average month consists of approximately \$900 million in activity ▪ Accounting Division lead in yearly CAFR preparation and liaison to external auditors ▪ Supervised payroll staff consisting of 4 employees which process 3,900 payments bi-weekly comprised of 500 different pay elements with total gross yearly payments exceeding \$230 million ▪ Finance project manager for all software implementations/upgrades. Tasks include: software selection process, business process analysis, mapping, test scripts, setup, and customer roll-out ▪ Grant and contract management including post-award administration ▪ Established various financial policies and procedures and trained external staff on all updates/changes ▪ Serve as a financial resource to all departments and provide reporting regarding a variety of accounts, revenues, and expenditures ▪ Responded to all financial request for public information from various media outlets etc.
	<p>2/2004 - 4/2007 Enterprise Rent-A-Car Las Vegas, NV</p> <p>Accounting Manager</p> <ul style="list-style-type: none"> ▪ Directly responsible for all accounting functions including GL, AP, AR, FA, and Payroll in Nevada region which consisted of 60 branches ▪ Managed 22 individuals which included administering monthly performance reviews, setting monthly schedule, and making final hiring decisions ▪ Managed/monitored a variety of contracts which included writing, negotiating, scope development and inspection ▪ Prepared yearly budget and presented to corporate management ▪ Prepared monthly financial statements (month end close) for daily rental department grossing over \$7 million in revenue per month ▪ Responsible for monthly trend analysis to identify any material fluctuations and/or areas of improvement ▪ Trained and held accountable both accounting and branch personnel on appropriate policies and procedures ▪ Responsible for auditing 60 branches on a yearly basis, prepared individual audit reports, made recommendations and performed follow up audits as necessary ▪ Prepared monthly tax returns for both state and county taxes in excess of over \$1 million to remit monthly ▪ Managed daily cash flow in order to maximize investment returns
<p>Software Proficiencies</p>	<ul style="list-style-type: none"> ▪ Oracle (7 years Superuser) ▪ Peoplesoft (5 years) ▪ Microsoft Office (Expert with Excel – 15 years) ▪ Lawson, Workday, Springbrook, PowerPlan and Infor