# Summary of Qualifications

Over 30 years experience as a high performance manager of people and resources in diverse environments and circumstances. Expertise in business operations, strategic planning and organizing large-scale enterprises. Strong technical background in financial operations, systems management, and logistics services.

# Experience

## Independent Non-Profit Financial Consultant 2009 -present

* Focused on making a difference in the local community by helping non-profit entities to improve the quality of life by prudent use of available funds, development campaigns to finance emerging needs, sound investment strategies that preserve capital, and planned giving programs that enable future beneficiaries.
* Presently engaged with Coastal Community Foundation of North County, The Episcopal Diocese of San Diego, and St. Peter’s Del Mar. Actively engaged with finance and investment committees, endowment commissions, and capital development programs. Proposed accepted solution to 20% budget gap without personnel losses. Established internal controls that increased accountability and efficiency.

## San Diego Unified School District, San Diego, CA 2003-2009

* Chief Business Officer. Responsible for business operations that provide operational support for teaching and learning in coordination with the Chief Financial Officer and Executive Director, Facilities of the second largest school district in California. Supervise and coordinate the efforts of five directors who manage transportation, food services, risk services and insurance, information technology, and business support services (supply chain operations). Overall budgetary authority in the division exceeds $100,000,000. Achievements: Implemented District Wide ERP Applications on schedule and within budget. Reduced Workers’ Compensation claims by 192, the largest reduction in 13 years and lowered workers’ compensation costs by $2.5M from 04-05 budget year. Received Certificate of Appreciation from Superintendent.
* Executive Director, Facilities Management. Planned, organized, controlled, and directed a variety of programs, projects, and activities related to facilities management functions including but not limited to physical plant operations, planning, design and construction, and acquisition and asset management. Directed the work of and provided leadership to the assigned management team, including a Director of Facilities and a Director of Physical Plant Management. Coordinated the planning, preparation and execution of major bond programs as approved by the Superintendent and the School Board. Achievements: Prop MM, a $1.51B, 10-year bond measure is coming to closure on schedule and on budget. Program management costs are at 6.5%, change order rates average less than 6%, and 95% of contract dollars awarded to local contractors, with 36.7% going to minority and small businesses. Successfully mediated contractor claims in favor of the district while avoiding litigation. Received Certificate of Appreciation from Superintendent for Prop MM Closure.
* Site Operations Specialist. Planned, organized, controlled, and directed the day to day operations of a high technology magnet middle school. Developed short and long range plans for delivery of services through the use of technology and human resources. Monitor and direct the maintenance of plant equipment and systems supporting teaching and learning. Conduct and facilitate meetings of the staff, resolve problems, and prioritize work of department staff members. Conduct research, analyze data and prepare and maintain statistical reports, records, and files. Communicate with administrators, staff and members of the public to coordinate activities, resolve community issues, and exchange information. Achievements: Prepared Comprehensive School Safety Plan and Emergency Preparedness Plan. Worked collaboratively with Police Services, to procure and install a video surveillance system. Proposed technology enhancements to the school using resources from the American Radio Relay League.

## Vertigo, Inc., Lake Elsinore, CA 1999-2003

* Director of Operations/Acting Director of Projects. Responsible for the effective management of the business affairs of the company. Supervised accounting and procurement support staff. Defined, recommended and controlled operating and financial objectives; developed, in conjunction with department managers, short and long-term business plans and programs with supporting budget requests for the company as a whole. Developed pay and benefits packages for key positions. Prepared financial reports and analyzed fiscal performance. Forecasted indirect rate structure for government approval. Reviewed all AP and AR payments. Ensured that the organization structures at all levels of the company were the most efficient for the operations in which the company was engaged; planned for changes in the organization structure required to adjust to the future trends of company operations. Directed bid and proposal efforts to secure new contracts. Achievements: Helped secure new contracts resulting in 35% average annual increase in revenues over 1999-2001. Successfully negotiated lease-purchase option of new 40,000 sq-ft facility at favorable terms.

# Education

## MBA, San Diego State University

**MS, Metallurgy, Iowa State University**

**Systems Management Program Studies, University of Southern California**

**BS, Materials Engineering, California Polytechnic State University**

# Skills

Working knowledge of Oracle/PeopleSoft financial and human capital modules. MS Office (Word, Excel, Access, PowerPoint, Outlook), MS Project, Visio, Intuit (QuickBooks Pro accounting).

Lifetime teaching credential, California Community Colleges

FCC License KH6GK, Amateur Extra Class, Licensed Examiner

Working knowledge of Baldrige Awards Process. Former Examiner, California Awards for Performance Excellence (CAPE)