

## Objective

Professional with 30 years' experience of successful nonprofit administration and financial management. Demonstrated strengths include staff management, accounting, budgeting, cash management, human resources, operations, financial software conversion and coordination of internal and external audits. Skilled in coordination and staffing of volunteer board committees. Expertise in managing cross-departmental teams collaboratively.

## Skills

Microsoft Office, Quickbooks, Photoshop, Indesign, HTML, CSS, Budget Development, Budget Management.

## Work Experience

### Chief Operations Officer I

**ABC Corporation** - May 1994 – May 2008

- Oversee all of the financial activities of organization by developing, managing, and monitoring the operating budget.
- Human Resources administrator for 70 employees including hiring, benefit, and payroll administration.
- Develop and evaluate services, programs, and special events that support the Ys mission within the community.
- Serves on the Finance Committee for the Y; attends monthly meetings to monitor and report on operations, cash flow, special events and actual performance to budget.
- Responsible for administration of grant monies.
- Assist with coordination and support of the Annual Support Campaign and all special events.
- Continue to handle all marketing duties listed below as Marketing Director.

### Chief Operations Officer

**ABC Corporation** - 1993 – 1994

- Joined this leading medical device start up company to bring stability and execution discipline to the Manufacturing Operations & R&D organizations.
- Improved gross margins from 65% to 85% in first 2 years, negotiated 25% reduction in materials.
- Refocused the Mfg., Quality, and Engineering departments to drive production yields to 99.5%, product field complaints to less than 1.5% and MDRs to less than 0.4%.
- Introduced LEAN concepts to improve throughput, quality, and reduce labor per unit by 25-30%.
- Negotiated and managed product development program for a new RF Generator platform including in house manufacturing rights and capability.
- Managed the Quality and Regulatory functions to successfully achieve FDA 510(k) clearances and Technical file approval for CE mark of three new products.
- Led the team through FDA and QSR inspections with excellent results..

## Education

Masters in Elementary Education - 2001(Florida Atlantic University - Boca Raton, FL)