

**Abel Galvan  
11125 Eaton Court  
Westchester, Ill 60154  
708-531-1034**

**SUMMARY**

Financial professional with over 27 years experience in the telecommunications industry working in various positions with increasing responsibilities involving Accounting, Budgeting, Finance, Auditing and Operations Management and successful transitioning of work experience to education at the university level.

**EDUCATION**

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University of Illinois at Chicago  
MBA, December 1996

Roosevelt University, Chicago, Illinois  
Bachelor of Science Business Administration, May 1980

Certified Public Accountant Certificate, October 1986

Loyola University - Project Management Certificate - 2003

**Board of Directors – Rauner YMCA**

**Accounting Faculty**

**Responsible for the overall planning, conducting and administration of university level classes**

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**University of Illinois at Chicago – August 2003 – Present**

- Managerial Accounting
- Advanced Accounting
- Auditing
- Government and Non-for-Profit Entities
- Financial Accounting
- Taxation of Individuals

**Chicago Housing Authority 6/2002 – 8/2003**

Manager Internal Audit – Responsible for managing the internal audit function at the Authority. Job function includes working with contract internal auditor in the development of the audit programs, reviewing draft audit reports, working with management to develop comprehensive responses to audit findings and presentation of the findings and management action plans to the CHA Audit Committee.

**AMERITECH**

Operations Manager - Account Marking Operations (December 1999 - Early Retirement Nov. 2001)

Manager Capital Budgets (June 1996 - December 1999)

Manager – Cable Maintenance Center (December - 1994 - June 1996)

Manager – Special Projects (September 1993 – December 1994)

Regional Audit Manager (April 1990 - September 1993)

Senior Internal Auditor (April 1988 - April 1990)

Accounting Analyst (February 1980 – April 1988)

- Responsible for managing the daily operations related to marking customer accounts at two regional centers. Responsibilities include the direct supervision of 4 management employees and six non management employees assigned to these centers. Additional responsibilities include documenting system processes, investigating and resolving system problems, establishing productivity standards, establishing and monitoring quality control standards, scheduling employees, planning, prioritizing and distributing work, mentoring and coaching employees, conducting employee evaluations and hiring staff as needed to ensure that all work is completed on a timely basis.

- Responsible for the overall management of the \$37M Capital Budget for the Switching Facilities class of plant in the Chicago and Suburban area. Responsibilities include forecasting and monitoring customer demand and prioritizing and selecting capital projects to meet the demand. Additional responsibilities include direct negotiation with Lucent, Nortel Systems and Siemens account teams regarding cost, and timelines for the completion of these projects and monitoring the projects up to the user acceptance phase. Responsibilities also include monitoring expenditures and conducting variance analyses comparing in order to forecast/avoid budget overruns.
- Responsible for managing the daily operations of the Cable Maintenance Control Center. Responsibilities included the direct supervision of eleven unionized Maintenance Administrators. Responsibilities also included coordinating with other departments the timing, rearrangement and testing of cable facilities and keeping customer service interruptions to a minimum. Also responsible for analyzing customer service trouble reports which included collecting, analyzing and making recommendations for the deployment of capital resources to problem areas.
- Responsible for designing, implementing and testing internal controls to ensure that the labor data reported via statistical time reporting process was complete, accurate and timely in order to improve the overall accuracy of labor expenses. Also responsible for coordinating audit activities involving the FCC, External and Internal Auditors. Additional responsibilities included the development and delivery of training to both management and union employees in preparation for the deployment of statistical time reporting.
- Developed and managed the budget for the External and Government Relations departments. Responsibilities included performing monthly and year to date variance analyses, and providing ad hoc reports to senior managers and directors and assisting them reallocating resources and facilitating the decision making process for their respective organizations. Additional responsibilities included representing the company in direct marketing events in the community to promote customer products and services.
- Responsible for planning and developing audit strategies, performing risk assessments, developing audit programs and supervising audit teams in the Ameritech Region. Also worked with the team of Audit Services Directors in developing the annual audit plan for the corporation and assisted in conducting and documenting the corporate risk analysis and internal controls required by Foreign Corrupt Practices Act and the Treadway Commission recommendations.
- Researched, planned and conducted comprehensive audits of selected business functions within Ameritech. Communicated audit results and recommendations to upper management; implemented corrective actions and conducted any follow-up audit work as necessary.
- Interpreted and implemented Generally Accepted Accounting Principles and other standards required by the FCC's Part 32 Chart of Accounts and provided direction and recommendations to the field managers on accounting classifications matters related to Fixed Assets, Property Plant and Equipment and Inventories in order to achieve compliance with these standards.
- Responsible for managing changes to the journal entry system and providing written specifications and direction to the computer programming staff as to which routines or modules required changes. Responsibilities included providing test data, reviewing output and scheduling of monthly job streams to ensure that processing objectives were achieved.
- Provided accounting methods and procedures to field managers for in connection with the acquisition and disposal of capital assets. Also responsible for planning, coordinating the quarterly physical inventory of Station Equipment and the biennial verification and reconciliation of the Station Equipment Account.
- Responsible for coding changes to existing computer programs or routines, updating system documentation of various systems, and testing the system changes within the Accounting Operations Organization.

#### **SYSTEMS:**

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MS Word, Excel, PowerPoint, Outlook, Visio, and Accounting Integrated Systems including Cobol

**Languages** – Fluent in Spanish

**Armed Forces** – Honorable Discharge – US Army 1975

**References** – Available upon request.

