
FINANCIAL OPERATIONS LEADER



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OBJECTIVE

Organizational Financial Operations leadership opportunities with emphasis on efficient policies and procedures and the diligent protection against fraud

SOFTWARE/ADDITIONAL SKILLS

Advanced Expertise with Excel in addition to MS Office Suite
Inventory Supply Management
Sharp attention on detail
Utilization of existing and emerging tools to facilitate a unique problem-solving approach

EXPERIENCE

DENVER PUBLIC SCHOOLS - ACCOUNTS PAYABLE MANAGER

Jan 2018 – Sept 2023

Lead Accounts Payable team comprised of 6 AP Specialists, 2 Analysts, a Purchasing/AP System Admin and an Office Support. Ensured district compliance with State and Federal reporting requirements (1099s, CORA, monthly PERA for Independent Contractors, etc.)

MOBILEMOXIE - MASTER OF OPERATIONS

Oct 2015 – Dec 2016

Supported all staff members with project data analysis, financial reporting, proper documentation and provided administrative/clerical support.

ROCKSOLID HARDWOOD - ASSISTANT TO INSTALLER

Sept 2013-Feb 2014

Professional hard wood floor installation

STARBUCKS - STORE MANAGER

Jan 2007-May 2013

Managed all operational needs while leading store team to foster brand consistency in support of delivering a world class service experience to customers

EDUCATION

UNIVERSITY OF COLORADO, BOULDER

Attended 2005 to 2008

Courses across applied mathematics, business and economics

ERP SOFTWARE EXPERIENCE

Team Lead with Purchasing and Accounts Payable Departments for the ERP transition from Lawson to Oracle for Denver Public Schools
