

## **SUMMARY OF QUALIFICATIONS**

Results-oriented individual with extensive experience in accounting and financial analysis. Excellent analytical and problem-solving skills. Bilingual. Experienced in computer software applications. Experienced in subsidized housing. Contract and grant management.

## **SUMMARY OF EXPERIENCE**

### **Accounting and Finance**

#### **Orphans, LLC + 7 LLCs**

**8/18 – Present**

- ❑ Real Estate and hotel management, accounting, and finance. Rocks and gravel accounting. Accounting system set-ups. Provide analytical support. Maximize returns on investments and resources. Determine areas of potential cost reduction or policy change. SURI, IRS, Hacienda, Dept. of Labor compliance. Generate useful reports: Rent rolls, YTD, and other comparatives

#### ❑ **Director of Finance**

##### ***Corporation of the Musical Arts of Puerto Rico***

**7/17 – 8/18**

Controllershship function, pension plan administration (accounting, calculation, analysis, payments, funding), system set-up, Festival Casals, Casals Museum, Symphonic Orquestra, governmental accounting and reporting, audits

### **Controller**

#### ***Imperial Home Products***

**6/15 – 10/16**

- ❑ Controllershship function, inventory management and monitoring, external financing of sales, factoring of accounts receivables, bankruptcy reporting, IVU (sales tax) determination for municipalities, and product sales analysis

### **Chief Financial Officer**

**7/12 – 1/15**

#### ***YM & YWHA Washington Heights & Inwood, & Wien House Associates, LLP, NYC***

- ❑ Perform all controllership functions related to accounting, payroll, investments, computer operations, human resources, retirement plan, employee benefits, union negotiation, and insurance. Prepare periodic reporting to external parties: financing and funding sources, housing agencies, and low-income housing tax credit compliance

### **Accounting, Audit, and Program Specialist**

**8/01 – 7/12**

#### ***ME Grupo, PR***

- ❑ Perform tasks and projects for the government, credit unions, nonprofits, and private for-profit sectors. Working on a micro-loan plan that includes the financial, strategic, marketing, documental, and training aspects. Engage in internal and external auditing, encompassing the overall audit of entities and their accounting cycles; engage in agreed-upon procedures specific to the internal audit of cash, investments, accounts payable, procurement and contracts, and financings. Review, document and oversee the internal audit controls and processes performed by the monitoring units to ensure adherence to the effectiveness and efficiency of audit tasks. Assess security, controls, risks. Define and document strategic plans, design performance management indicators, establish accounting and mortgage systems, monitor the finances of the construction of housing projects, document financial and administrative policy and procedures, and prepare federal and local proposals.

**Senior Financial Analyst**  
***EcoElectrica, L.P., PR***

**3/99 – 8/01**

- ❑ Installed a computerized accounting system directed to the energy-producing operations of the Company. Modeled in Excel a power purchase billing contract model. Also modeled fuel purchase agreements. Assembled administrative, financial, and plant operations budgets. Ensured compliance with bank and third-party contracts and agreements. Prepared presentations to facilitate the understanding of accounting operations. Prepared sensitivity analysis of plant operations. Updated projections and forecasts. Determining business interruption insurance losses and arbitrating these with the underwriter's auditors. Coordinated external audits.

**Audit Manager**  
***Office of Management and Budget, PR***

**1/97 – 3/99**

- ❑ Evaluated the strategic plans and performance indicators of government agencies and corporations. Prepared student-directed performance indicators. Performed program operational audits to determine if the resources and efforts spent have accomplished the established goals. Included the determination of energy-saving programs for government agencies. Conducted compliance and construction project audits. Prepared customized audit programs. Performed quality review of audits. Trained staff through accounting and auditing seminars.

**Director of Administration and Finance**  
***Compañía Península de Cantera, PR***

**10/94 – 1/97**

- ❑ Managed the accounting of two corporations – one government, the other a non-profit - that serve the development needs of the 4,000 resident families. Analyzed/reviewed funding proposals. Prepared consultant contracts for services received. Prepared the overall and detailed budgets, and cash flow schedule. Managed the daily operations of the human resources department. Implemented the effect of applicable labor laws and regulations.

**Senior Associate Auditor**  
***PriceWaterhouseCoopers, CPAs, PR***

**5/92 – 10/94**

- ❑ Performed audit engagements in diversified industries: public housing, construction, real estate, banks, universities, pharmaceuticals, and insurance. Prepared preliminary corporate tax returns for the tax department. Determined client operational losses for insurance claim purposes.

**Director of Mortgage Services & Fiscal Analysis**  
***NYC Housing, Preservation and Development, NYC***

**8/86-5/92**

- ❑ Certified the level of real estate taxes paid by 500 publicly-aided private housing companies. Supervised the accounting and maintenance of the mortgage and loan portfolio. Researched the financial data to evaluate housing legislation applications for tax exemptions and rent increases. Determined the liability of refinanced mortgages.

**Accounting and Reports Officer**  
***Banca Serfin, NYC***

**4/81-8/86**

- ❑ Completed conversion of computerized accounting system to one more efficient. Reviewed client companies' financial statements. Prepared credit analysis worksheet to determine creditworthiness and lending limits. Prepared reports for banking regulatory agencies. Maintained import/export programs.