

## Education

- MBA, Finance Degree - University of Arizona: 2015
  - Accounting Degree - University of Arizona: 2007
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## Professional Experience

### Security Consultant - NCC Group, Inc.

#### 2015-Present

- Risk management and corporate governance consulting based on the following security frameworks:
  - ISO 27001
  - NIST 800
  - HIPAA
- Create and review corporate policy
- Assess and advise state of technology infrastructure
- Generate and peer review customer-facing documents

### Assistant Director, Entrepreneurship - University of Arizona

#### 2012-2015

- Create and negotiate \$1.5M annual budget based on multiple fund sources
- Responsible for the stewardship of \$14M in endowed funds
- Create 3-5 grant proposals per year and report back to funding agency on progress
- Generate and analyze financial reports to guide business decisions and increase effectiveness
- Analyze cost history and current trends to create predictive reports with 96% accuracy
- Manage capital infrastructure projects totalling over \$2.8 Million over 18 months
- Supervise all Human Resources, Operational, and Financial aspects of center
- Formalize procedures and best practices and improve general workflow
- Streamline process to enable and empower center programs and goals
- Performance management of 5 administrative support personnel

### Vice Chair & Treasurer of the Board – CITY Center

#### 2012-2015

- Approve annual budget of ~\$1.4M and operational decisions
- Create and implement performance evaluation of Executive Director
- Ensure Arizona state academic standards are met and audit benchmarks are achieved

### Accountant II – Ridgeway Group Inc.

#### 2011-2012

- Manage \$70,000 bi-weekly payroll for 25+ employees
- Invoice and report 12 SBIR government contracts
- Conduct internal audits on a monthly basis, including audit reports
- Design and implemented \$4 million budget process including review
- Generate and analyse sales reports to guide business decisions and predict future sales
- Prepare and presentation of quarterly financial statements to CEO

### Peace Corps Volunteer – South Africa

#### 2008-2010

- Teach 270 community college students vocational skills such as project design & management, general accounting through simulation, life skills and leadership
- Design and implement various workshops and community projects with an average of 100 participants per event

### Staff Accountant – Tucson Audubon Society

#### 2006-2008

- Manage non-profit accounting system
- GL, AP, AR maintenance and review
- Maintain \$30,000 monthly payroll for 15 employees
- Assist in creation of annual budget totalling around \$1 million annually
- Report monthly financial statements to the board of directors and senior leadership