

CAMILA DANIELS

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Education

Bachelor of Arts in Applied Mathematics | May 2013 | Barnard College of Columbia University

Technical Skills

Microsoft Excel | VBA | Microsoft Projects | Java | JavaScript | HTML | CSS | SQL | MongoDB

Professional Experience

Project Manager | Design-Build Virgin Islands | January 2023 – July 2023

- Exercised full responsibility and accountability for achieving project goals and objectives; managed residential architectural design process for homes built on St. John
- Defined roles and responsibilities for team members and consultants and assigned work

Project Analyst | Virgin Islands Office of Disaster Recovery | April 2022 – September 2022

- Led software development team commissioned to build a cloud-based proprietary project management portfolio system (Odysseus)
- Coordinated data retrieval and entry requests associated with database development for Odysseus
- Leveraged VBA and Excel pivot tables to build project management dashboards and financial reports for FEMA funded projects
- Provided technical assistance to recipients/ sub-recipients regarding program operations including grants management, program planning, interpretation and analysis of regulations, policies, and procedures
- Coordinated with stakeholders and consultants to conduct internal meetings with the primary aim of keeping all FEMA funded disaster recovery related projects on schedule
- Used Microsoft Projects and Excel to compile data and prepare reports regarding the activities and operations of all FEMA funded disaster recovery projects

Compliance Officer 1 | Virgin Islands Economic Development Authority | November 2021 – April 2022

- Generated EDC Beneficiary wage analysis reports and cost benefit analyses by analyzing financial statements such as balance sheets, income statements, cash flow statements and federal tax returns
- Maintained records of and examined the accuracy of required reports in accordance with EDC Rules and Regulations
- Maintained database, performed annual reviews, and filed quarterly and semi-annual reports for EDC Beneficiaries
- Performed routine audits of Beneficiaries and performed annual compliance reviews on active and inactive Beneficiaries pending final reviews

Program Manager | Design-Build Virgin Islands | June 2018 – October 2021

- Coordinated organization, direction and implementation of a group of projects and business development activities; led teams and assigned work, provided value to clients, generated revenue for the business, and increased revenue retained as profit to the business
- Coordinated administrative and professional consultant's work on day-to-day building management issues and projects

Project Manager | Design-Build Virgin Islands | August 2016 – June 2018

- Exercised full responsibility and accountability for achieving project goals and objectives
- Managed residential architectural design process for homes on St. Thomas
- Defined roles and responsibilities for team members and consultants and assigned work

Math Teacher | Travis High School | August 2015 – August 2016

- Prepared objective focused lessons and led instruction while teaching Algebra I, Math Modeling, Science, and Special Education mathematics
- Results exceeded prior student state standardized test (STAAR) performance average on the Algebra I exam by 10 percent

Permanent Substitute Teacher | Austin ISD | November 2013 – June 2015

- Prepared Powerpoint lessons, and led instruction and day-to-day classroom management during prolonged teacher absences