

Resume of  
Carl A. Buzzelli

**Address:** 831 Moss Lane, Cheshire, Connecticut 06704

Telephone: 203-699-9431

**Qualified For:** A position of responsibility in a variety of Financial Administration preferably utilizing a background in Grant and Contract Administration.

**Experience:** 1976 to July 1, 2009

This represents 33 years experience in a variety of Financial and Grants Management & related assignments with particular emphasis in the area of Grants and Contract Administration.

Progressed from initial position as an Accountant Trainee for the Department of Labor – State of Connecticut, with progressively responsible promotions to Fiscal Administrative Supervisor (Managerial) to Program Manager for the Workforce Investment Act from 2004 to 2009. As Program Manager responsibilities included the effective administration, both financial and programmatic, of approximately \$ 50+ million dollars of combined Federal and state funds annually, of which 90% is provided to sub recipients.

Management & coordination of Staffs have included Grants and Contract Managers, Planning Analysts, Accountants, Accounts Examiners, Property Managers, & supporting clerical personnel.

Grant and Contract Administration:

Responsibilities included the interpretation of both Federal and State Law and Regulations; development of programmatic and financial management policies and procedures for both State and sub recipient used, audit sub recipients, resolve administrative findings and prepare resolution reports and steps, oversee the on-going program and financial monitoring of sub recipients, administer performance analysis system of sub recipients leading to either incentive awards for exemplary performance or sanctions, and provide technical assistance to agency head, staff, and sub recipients.

**Accomplishments:** Administered over \$600 Million in Federal funds without a liability for repayment to the Federal Government, and exceeding all program performance measure.

Accounting: Preparation & administration of Annual Operating Budgets, Preparation Of Quarterly & Annual Financial Reports, Cash forecasting & reconciliations.

**Accomplishments:** Developed an electronic cash management system, recognized by Federal authorities as a national model for Grant program.

Auditing: Responsible for reviewing over 2,000 audits, collectively representing over \$ 800 Million of Subcontractors' services performed by various CPA firms – evaluate questionable expenditures, initiating collection of disallowed items; Supervise the monitoring of sub recipient contract performance representing a variety of services to the Department, ranging from \$250,000 to over \$5,000,000 individually.

**Accomplishments:** Resolved \$12 Million in questionable items, with no debt, to the U.S. Department of Labor.

**Education:** University of Connecticut – Storrs

Major: Finance

Degree: B.S. – 1975

**References:** Available upon request.