

NEGIN SHAKIBI

Washington, DC

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SENIOR FINANCE & ADMINISTRATION EXECUTIVE

Dedicated, forward-thinking professional with over 20 years of broad, progressive experience in providing strategic, financial management, and operations support. These experiences have one common thread -- coordinating all aspects of a financial organization and planning appropriate strategies to achieve results. Ascertain strategic needs and goals, streamline existing operations, envision new concepts and future trends, and follow through with development, direction, and accomplishment.

Organizational Leadership	Strategic Planning	Critical Thinking/Crisis Management
Process Improvement	Process Implementation	Program & Operations Innovation

PROFESSIONAL EXPERIENCE

Principal, SAVALAN, LLC • Washington, DC • Nov 2009 – Present

Provide finance, accounting, and back-office support services to small and medium-sized companies and government agencies. Help clients navigate financial and operational challenges that can derail progress. With extensive finance and industry experience, provide expertise that helps clients flourish while maintaining critical stability. Embed and become well versed in each client's operations. Hold seat at the management table to actively participate in the decision-making process. Become a trusted advisor through demonstrated commitment and valuable insights. Clients range from small/mid-sized government contractors both for-profit and non-profit to state and local and federal government agencies.

Key Achievements (Savalan Clients):

- Serve as subcontractor on government contracts performing audit-readiness support services, budget formulation, and general management consulting services. (Savalan team • 2015-present)
- Develop robust financial infrastructure, including budgeting, forecasting, monthly metrics reporting to keep management on track and accountable. Responsible for back-office and administrative functions in addition to finance and contracts. Manage external relationships such as auditors, tax accountants, IRS and DCAA. (Served as CFO 2011-2015; other Savalan resources • 2011-present)
- Assisted growing company create first operating budget while accommodating the pace of the expanding business. Provide advice and processes necessary to increase control of financials as well as maintaining stability. (Savalan team • 2009-present)
- Partnered with CEO experiencing 80% revenue growth to devise and implement accounting and finance policies and procedures relevant to the business that enabled managing cost, saving administrative time and collecting relevant data. Managed finance, accounting, contracts and HR functions to allow the CEO to focus time and energy on growing the business. (Served as CFO • 2009-2011)
- Perform back-office finance and accounting services in support of various non-profit organizations and their boards. (Served as CFO with other Savalan resources • 2014-present)
- Liaise with international parent or partner organizations for clients involved in international research projects. (Serve as CFO • 2014-present)

Vice President, Finance, AFFILIATED COMPUTER SERVICES (ACS) • Washington DC, VA •
Sep 2007– Oct 2009

- Provided overall financial management of a \$670M Healthcare line of business within \$1.8B group.
- Provided counsel to the line of business Managing Director in strategic planning, financial target setting, cost savings, sales, financial analysis, and risk assessment, while offering enhancement or corrective actions.

Senior Manager/Project Director, KPMG LLP • Washington, DC • Jul 2001–Aug 2007

- Created a Program Management Office (PMO) for the Federal Advisory practice that managed the task order response process on large contract vehicles and for providing practice-wide engagement financial reporting.
- Led a five-year, \$15M outsourcing operation that supported a Federal agency's mandate to identify and correct errors in the retirement plan benefits of approximately 11,000 Federal employees, retirees, and their survivors.
- As part of an effort to develop a strategic plan for the Federal Advisory practice infrastructure, was involved in redesigning the personal development and training programs.
- Supervised the technical requirements definition, technical system development, and implementation of a unique case processing software system.

Controller/Manager, AUTOMATIC DATA PROCESSING, INC. (ADP) • Maryland / New Jersey •
Sep 1996–Jul 2001

- As Internal Financial Controls Manager responsible for ensuring business unit operations were in alignment with ADP strategic corporate objectives for the \$3.6B Employer Services Group.
- Served as Controller for two business units of ADP's Benefits Administration Division (each at \$20M). Was responsible for all phases of finance and accounting for the two business units including client profitability, capital projects, and client satisfaction monitoring.

Accounting Coordinator/Manager, PRINTING INDUSTRIES OF AMERICA, INC. (PIA) •
Alexandria, VA • Jul 1989–Sep 1996

- Managed all accounting, budgeting, and financial activities for four trust funds in the education, human relations, and insurance departments of a 13,000 member, \$11M budget trade association.

EDUCATION

George Washington University • Washington, DC • **MBA (with honors) • 2001**
University of Richmond • Richmond, VA • **BS in Finance • 1989**

BOARD POSITIONS

Hotel Tabard Inn • Washington, DC • **Board Member • Current**
US Overseas Cooperative Development Council • Washington, DC • **Treasurer • Current**

VOLUNTEER POSITIONS

Hoop Dreams • Washington, DC • **Mentor • 2005-2007**
The Posse Foundation • Washington, DC • **Volunteer • 2014-Present**