**Patricia P. McFadden, MBA**

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935 Edgewood Road, Havertown, PA 19083

(610) 405-4479

**EDUCATION**

**University of Scranton,** Scranton, PA

Masters of Business Administration, December 2010

**Villanova University**, Villanova, PA **Major:** Finance

Bachelor of Science in Business Administration, May 2005 **Minor:** International Business

**National University of Ireland Galway**, Galway, Ireland, Fall 2002

**EMPLOYMENT**

**Pennsylvania Institute of CPAs**, Philadelphia, PA, April 2007-present

*Senior CPE Administrator. Member of Database Taskforce, Social Media Taskforce, and Website Taskforce.*

* Serve as Continuing Education Team liaison on a cross-functional team consisting of senior management, outside consultants, and members of the IT department to design and launch a new company-wide database. Responsibilities included training all levels of staff, determining functional requirements and evaluating business procedures. Database successfully launched in February 2012.
* Maintain the integrity of CPE in the AM4 database as well as other non-accounting, specialized credit programs. Reconcile course rosters to confirm attendance. Enter course information into database for inclusion in online course catalog. Manage and maintain Professional Education pages on organization website. Manage annual telephone campaign for CPE Team. Author–Enhanced of CMS.
* Manage and moderate webinars using GoToWebinar. Develop internal training programs for webinar and website projects.

**Pennsylvania Interscholastic Athletic Association, Inc.,** October 2012-present

*Basketball Official*

**Sovereign Bank,** Rosemont, PA, July 2005-March 2007

*Wholesale Mortgage Specialist II*

* Perform accounting functions including account reconciliation, debiting and crediting general ledger accounts based on wire transfers, and preparing weekly and monthly reports.

**Villanova University Shop,** Villanova, PA, *September 2001-May 2005*

**VOLUNTEER EXPERIENCE**

**Friends of the Haverford Township Free Library**, **Board of Directors**,*2008-present*

*Treasurer. Public Relations chair.*

* Maintain custody of all Friends funds. Present monthly financial statements at each meeting with accurate account of receipts and expenditures. Make disbursements in accordance to operating budget.
* Write press releases and coordinate with local media to publicize fundraising activities and events for Haverford Township Free Library.
* Plan fundraising events, that have raised over $130,000 for the library.

**American Cancer Society Relay For Life, Executive Committee**, *2003-2005, 2009-2011*

*Past chair of Team Recruitment and Retention. Past chair of Mission/Advocacy and Publicity committees.*

* Design an annual recruitment campaign (increased participation by 25% in 2011) and work with community organizations, including schools, colleges, and churches, to garner annual participation and increased team size.
* Organize information on American Cancer Society programs for Mission/Advocacy tent.
* Write and publicize media advisories and press releases.
* Seek in-kind donations from local and national businesses.

**COMPUTER SKILLS**

Microsoft Office 2010, Windows 7, AM4 and AM.net, GoToWebinar, Content Management System (CMS), HTML, Web design, Aptify