
Summary

A financial professional with project management experience and strong IT skills. An innovative/collaborative problem-solver with excellent presentation and communication skills.

Education

MBA - Miami University

Oxford, Ohio

Beta Gamma Sigma
Business Honor Society**BS - University of Dayton**

Dayton, Ohio

Omicron Delta Epsilon
Economics Honor Society**Sinclair Community College**

Dayton, Ohio

Phi Theta Kappa
Honor Society
Ohio Fellows

Skills, Experience, Knowledge

Budgeting

Forecasting

Financial Analysis & Modeling

Capital Planning

Risk Management

Capital Project Funding

Financial Reporting Software

Advanced Excel Skills

Project Management (Construction
& Information Technology)Business Process Analysis
& Improvement

Outstanding Presentation Skills

IT implementation for data analysis
and process improvement

Legal & Contract Review

Energy Efficiency

Higher Education Funding

Campus Safety & Security

Employment History

Reke Consulting LLC (2016 – Present)www.RekeConsulting.com**Consultant/Owner**

Providing consulting services to higher education, businesses and the business of higher education in the areas of project management, planning and analysis, CFO services, and coaching/mentoring.

Dayton Metro Library (2013 – 2016)

Dayton, Ohio

Fiscal Officer

(Treasurer of the Board of Trustees)

Responsible for managing finances and budgeting for multiple-branch public library system with \$27MM annual budget and \$187MM building project.

Evaluated alternatives for upgrading accounting system and implemented selection.

Negotiated lower management advisory fees on \$195,000,000 of capital funds.

Streamlined processes for purchase and training requests to reduce approval time and alleviate burden on the Executive Director who was focused on the nation's largest, library building project.

Improved monthly reports to the Board of Trustees to allow them to focus on important information.

Edison State Community College (2005 – 2013)
Piqua, Ohio

Vice President of Administration & Finance (CFO)

Hired as Vice President of Administrative Service and promoted to Vice President of Finance and Administration.

Responsibilities: accounting, financial reporting, budgeting, Bursar's Office, information technology, institutional research, facilities management, auxiliary services, capital planning, risk management, legal/contract review, remote campus operation, Clery Act compliance and reporting, and campus security.

Worked with Board of Trustees Audit Committee to improve internal controls, budgeting processes, fiscal stewardship, and Senate Bill 6 compliance.

Presented budgets, financial results, and other financial information to Board of Trustees of the College providing them with an understanding of the College's financial status, plans, and challenges.

Served as Chairman of the Ohio Association of Community College (OACC) Fiscal Officers Group during a time when the Fiscal Officers' input to the OACC and governor's office was crucial because of dramatic changes to the legislative formula for allocating state funding.

Served as representative of OACC on Board of Regents Subsidy Consultation Committee, helping to promote compromise solutions when the state of Ohio was changing from an enrollment-only formula to a formula using enrollment plus success factors.

Designed and implemented zero-based budgeting process so that funds could be allocated to activities and initiatives with the highest priorities instead of those with the highest prior-year budgets.

Replaced operating fund budgeting and monthly reporting processes with budgeting, forecasting, and monthly reporting processes in a GAAP (GASB 34/35) format. That allowed the Board of Trustees to compare interim financial reports and budgets with audited financial statements resulting in improved fiscal accountability.

Implemented Synoptix and FRX financial reporting software to produce monthly, GAAP-format financial statements.

Produced six-year capital plans submitted to the Ohio Board of Regents and managed project funds enabling the College to receive needed capital improvement funding.

Planned financing for new construction and renovation project using tax-free bonds/notes and state, capital appropriations.

Initiated and championed energy master planning that resulted in a 40% reduction in energy usage which freed up operational funding for mission critical uses and reduced carbon emissions.

Wrote grant application that resulted in an Energy Efficiency Conservation Block Grant that permitted the energy master plan to be implemented.

Performed RFP process for full-service HVAC maintenance contract and energy conservation measures resulting in a partnership with a firm that could help the College achieve energy conservation goals and cost reductions.

Outsourced college bookstore – wrote RFP, analyzed proposals, and negotiated contract with vendor. That enabled the bookstore to continue operating smoothly after a long-tenured bookstore manager retired, and to also offer new services to reduce textbook costs for students.

Served as Fiscal Manager for \$2,000,000 Department of Labor Grant resulting in a clean A133 audit.

Led team which studied and analyzed options for last-mile fiber connection to OARNet's Third Frontier Network, doubling bandwidth and solving bandwidth problems that were interfering with classroom instruction without increasing costs.

Wrote procurement policy that informed College constituencies of applicable sections of the Ohio Revised Code to facilitate compliance with them.

Reviewed and signed contracts for the College so that the College would comply with state law and pronouncements of the Ohio Attorney General's Office.

Upgraded security provider, processes, and manual at a time when the focus of campus security transitioned from parking enforcement to preparedness for active shooter scenarios.

Served on Governor's Task Force for Campus Security after the Virginia Tech shooting.

Reynolds & Reynolds - Application Services Organization (1997 – 2004)
Dayton, Ohio

Project Manager

Managed information systems development, implementation, and quality assurance projects.
Created large-scale project plans and schedules using Microsoft Project.
Managed Quality Assurance Department on an interim basis.

Systems Analyst

Performed business analysis and wrote functional requirements.
Designed replacement of Voice of the Customer system - led software development and implementation team.

University of Dayton (1991 – 2001)
Dayton, Ohio

Adjunct Instructor of Decision Sciences

Taught business statistics and information technology classes.

Northrop Grumman - Data Services and Systems Division (1995-1997)
Fairborn, Ohio

Systems Integrator/Senior Functional Analyst

Served as Assistant Manager of Development and Team Leader for the Facilities Equipment Maintenance Project on the Defense Enterprise Integration Services program - supervised all team leads.

Served as Release Manager for delivering a new module of an integrated manufacturing system (DMMIS) utilizing a metrics methodology in a Capability Maturity Model Level 3 environment.

Managed Maintenance Programming Department and Help Desk for the Depot Maintenance Management Information System for the Joint Logistics Services Command (U. S. Department of Defense).

Bosma Machine and Tool Corporation (1992-1995)
Tipp City, Ohio

Controller

Managed accounting staff and functions including accounts payable, accounts receivable, and labor reporting.

Administered integrated accounting, job costing, and manufacturing information system.

Replaced ratio-based budgeting system with a resource-driven, departmental budgeting process providing for more accurate and meaningful budgets.

Performed weekly cash-flow forecasts so that payroll could be met when cash was extremely tight.

Training & Certifications

Project Management Professional
Inactive

Masters Certificate in Project Management – George Washington University/ESI

Certified Management Accountant
Certificate number 3049 – Inactive