

SUMMARY OF QUALIFICATIONS

**Budget Preparation & Forecasting
Strategic Planning & Implementation
Facilities & Operations Management**

**Human Resource Management
Research Administration
Process & Policy Improvement**

EDUCATION

Masters of Public Administration, Public & Nonprofit Finance (Dec 2016), George Mason University, Fairfax, VA

Bachelors, Economics, Summa cum Laude (Jan 2006), George Mason University, Fairfax, VA

Accounting & Business Administration Degree, Germany (*comparable to associate degree with formal training performed within a company based on regulations*)

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CALIFORNIA LOS ANGELES

JONSSON COMPREHENSIVE CANCER CENTER, Los Angeles, CA August 2021 – Present

Senior Director of Business & Research Operations

- Serve as the key advisor to the Director of the Jonsson Comprehensive Cancer Center and its Chief Administrative Officer in all budget, operational, and human resource management matters. Provide support to 500 research-active Cancer Center members.
- Oversee effective business operations (approx. \$40M per year), including Finance & Budgeting, Research Administration, Human Resources, Information Technology, Facilities Management, Events Management, Shared Resources Management, and the Office of Cancer Training & Education. Supervise 8 direct reports and 18 staff.
- Work within a complex matrixed environment with stakeholders across the University of California at Los Angeles and the greater University of California system. Partner with the Cancer Center Director in the oversight and management of pre- and post-award administration of the National Cancer Institute's Cancer Center Support Grant (CCSG), including oversight of coordination of development of competitive renewals, progress reports, administrative supplements, the NCI site visit, and advisory board reviews.
- Assess infrastructure needs and plan new investments that support growth of cancer research at UCLA. Modified the hiring process to ensure that the selection of candidates is conducted by a diverse committee, rather than by individuals.
- Created and led the implementation of a novel award and recognition program in the Cancer Center (Immediate Impact Award), a first for the David Geffen School of Medicine and UCLA.
- Initiated strategic investments for the Jonsson Comprehensive Cancer Center; including adding staff members for new initiatives, replacing landlines with softphones, and implementing InfoReady software to manage intramural awards and assess return on investment (ROI).
- Spearheaded the implementation of advanced physical security and safety measures to mitigate risk, significantly reducing the potential for negative impacts on lab research and ensuring a safer environment for faculty members at the Cancer Center.
- Serve on UCLA's Ascend 2.0 Financial Systems Transformation Committee to implement a new chart of accounts using Oracle Cloud and to modernize UCLA's financial reporting by 2025.

GEORGE MASON UNIVERSITY, Fairfax, VA

January 2009 – August 2021

Chief Business Officer, College of Science (December 2020 – August 2021)

Executive Director of Finance and Administration, Interim (February 2020 – December 2020)

Director of Finance, College of Science (May 2012 – February 2020)

- Served as the College's chief financial officer to effectively implement the Dean's short-term and long-term vision by identifying revenue opportunities and funding sources, as well as by enabling strategic planning and implementation, including execution of new and expanding programs and identification of new partnerships; e.g.: strategic recruitment of Center for Drug Discovery for Rare Diseases or the creation of a master degree with a partnering institution in Nepal.
- Oversaw the annual planning and operating budget process (using Oracle) of the three locations of Mason's College of Science in Northern Virginia. Activities included debt and lease management, Dual-enrollment programs, monitoring of trends, multi-year forecasting of tuition and program revenues as well as tracking research revenues and expenditures. (approx. \$95M annual budget and \$34M per year in sponsored project expenditures, Ca. 4,100 Undergraduate and 1,000 Graduate Students, 350 Instructional and Research Faculty).
- Worked closely with the Dean, Associate Deans, department Chairs, and advisory committees to identify strategic investment priorities, allocate resources, and ensure the College's success in both student enrollment and research.
- Was responsible for financial oversight, multi-year financial planning, mitigating risk exposure while meeting the needs of the college's departments and research centers, procurement contracts, new cost center development and management.
- Created two Chief Diversity Officer positions for faculty and staff, which were the first at George Mason University.
- Allocated recruitment budget for additional advertising in minority-focused publications.
- Collaborated closely with the College's Director of Human Resources on resource planning and positions allocation, as well as the college's Associate Director of Facilities and Operations on renovation and infrastructure projects.
- Oversaw the college's research operation, to ensure compliance with Federal, State and University policies; develop and implement incentives to enhance research productivity.
- Organized and built a team focused on exceptional customer service to faculty and students.
- Successfully led, coached, and empowered a team of eleven analysts and research administrators to provide oversight to the day-to-day financial operations within their areas and ensure appropriate allocation of resources, cross-functional coordination, compliance, budget availability, allowability and allocability.
- Served on various university committees and working groups to improve processes and enhance the University's competitiveness. To improve efficiency and effectively growing research as an R1 institution, I helped select the strategic investment of a Research Administration Software System.
- Partnered with central finance and office of Provost to utilize expiring funds in support of the University's mission and College's strategic investments, such as utilizing Equipment Trust Funds to invest into computing nodes or the electron-microscope core facilities supporting the partnership with the School of Engineering and office of the Vice President for Research.

Assistant Budget Director, College of Science (January 2009 – April 2012)

(Promoted from Senior Budget Analyst in December 2010)

- Oversaw the College of Science's research administration, including approved of all research expenditures to ensure budget availability and compliance. (approx. \$26M per year).
- Led a team of two financial specialists with focus on cordial and responsive service supporting the College's units, including two schools, five departments and two centers.

- Advised College professors and staff on federal and non-federal terms and conditions, adhering to OMB Uniform Guidance (formerly circulars A-21, A110 and A-133) and enforcing budgetary compliance of each research award (approx. 400 awards per annum with 150 principal investigators) with federal, state, university and college policies.
- Worked closely with the Dean of Research on changing policies, reviewed proposals, and guided faculty with new awards to increase accuracy in budget utilization and effort.
- Established new policies, procedures and processes within the college to ensure accurate and timely accounting, including reconciliation, for all grant-related expenditures.

AMERICAN DIABETES ASSOCIATION, Alexandria, VA July 2006 – December 2008

Associate Manager of Finance, Grant Research Programs

- Implemented processes to correct a major budget deficit and prevent future occurrences.
- Collaborated with leaders to award a variety of research grants to researchers worldwide after administering the Research Grant Review Conference twice per year.
- Managed annual budget and ensured accurate and timely accounting for expenses, award payments, financial commitments and research reports of the association's research program (approx. \$43M per year).
- Monitored and ensured budget compliance of each award (450 active awards per annum).
- Partnered with fiscal management to perform quarterly financial analysis; prepared financial reports; worked closely with KPMG auditors during annual audit.
- Established functional, interdisciplinary team environment to improve efficiency, accuracy and open communication.

Full time student

August 2003 – December 2005

CAPITAL ONE, McLean, VA

January 2001 – April 2003

Administrative Assistant/Project Coordinator, HR Executive Recruiting

- Assisted Director of Executive Recruiting and a team of 20 in recruiting projects; arranged travel and conference calls; scheduled meetings; prepared presentations.
- Established internal controls and tracking system for agency invoices (\$4.5M per year), processed invoices, reconciled monthly and assisted with budget preparation.
- Scheduled interviews for executive positions and built relationships with external search firms and with internal executives; administered candidate exams.

CREDENTIALS

- CRA (Certified Research Administrator): renewed and active through 6/30/2027
- Proficient in MicroStrategy/Discoverer Reports, Microsoft Office, Oracle Banner, CURE, and Microedge GIFTS.
- Fluent in verbal and written German including business related vernacular.
- CEUs (Continued Education Units): Positive Leadership, Research Administration Certificate