

## **PROFESSIONAL EXPERIENCE**

### **Vice President of Finance and Human Resources, San Antonio, TX. 2020 – Present.**

Reporting to the CEO, responsible for overseeing all aspects of finance and administration, including accounting, human resources, information technology, and billing. Primary responsibilities include:

- Oversee all finance and accounting functions, including billing & A/R, budgeting, asset management, payroll/commissions statements, and financial reporting and analysis
- Monitor subsidiary administration teams, including accounting, customer service, inventory and database management functions
- Assist in the development, tracking, and achievement of current and long-term organization goals, objectives, policies, and procedures; ensure that internal financial and administrative procedures are compatible with prevailing laws and best practices
- Manage Sales & Business Contracts, including review and processing of client and subcontractor agreements, contracts with outside vendors and service providers, lease maintenance, and state & federal business filings
- Conduct all aspects of human resource management, including commissions and benefits planning and administration

### **Global E-Commerce Director, Process Manager, San Antonio, TX. 2013 – 2020.**

Reporting to CEO, solely responsible for global finance, accounting, and purchasing processes. Custom automotive parts fabrication, sales, technical support, and develop global web and operations processes. Led business improvement projects that supported company's business strategy.

- Selected and implemented cloud-based global P2P & B2B solution to provide tools to manage key global vendor and customer relationships, procurement process, tax filings, and spend management in a global market area with annual sales over \$1.5 million
- Redesigned website layout and sales reporting using a cloud sales solution to reduce costs and improve sales reporting, inventory management, payment processes
- Led fabrication, materials acquisition, inventory management, payments, customer support, technical support, shipping and POS systems

### **Regional Contracts Manager, Logistics Manager, San Antonio, TX. 2006 – 2013.**

Reporting to the CEO, responsible for the coordinated billing, inventory management and delivery of highly visible business agreements for Operations, and Corporate Sales Management.

- Implemented integration of all systems and processes of a subsidiary, including policies, core business processes, revenue recognition and financial reporting, and budgeting and planning
- Managed cross-functional team to define, develop, and implement multiple system migrations of all sales and support performance and forecasting system (CRM), supporting forecasting, reducing the administrative costs, and improving sales management tools
- Managed all hospitals' government contracts, national contracts, and subcontracts in a 3-state market area with annual sales over \$2.7 billion
- Constructed sales commission reporting system, which enabled the strategic initiative to increase collaboration and improve visibility of progress against sales goals
- Selected and modeled key metrics using a Balanced Scorecard to manage strategic objectives directly with CEO

**Owner, Staffing Agency, San Antonio, TX. 1998-2006.**

- Established and executed a strategic business plan and executed all marketing and web design for my start-up business
- Obtained state and regulatory certifications for agency, securing capital and opening business accounts
- Performed market research, performed pricing analysis and prepared service contracts comparisons to educate clients, captured loyalty and secured sales through positioning myself as an industry expert
- Built proprietary databases and cloud scheduling to facilitate service scheduling and staff recruitment

**EDUCATION**

**University of Texas, San Antonio, TX**

Elementary Education, 1991.

**TECHNICAL SKILLS**

- Software Proficiency: G-Suite, Excel, MS Suite, SharePoint
- Databases/ERP: Oracle, Access, SQL, Crystal, OMS, AS400, BOSS, MAPICS, XA Power Link
- Other: Recruiting, Email servers, PC hardware/network maintenance, Network support, Photoshop, Dreamweaver, HTML, Slack, CRM databases, HCM databases, and multiple Accounting Systems and Auto Parts Fabrication

*Resume dated July 2024*