

**SENIOR OPERATING & HUMAN RESOURCES EXECUTIVE**

*Take-charge leader with broad-based expertise in operations, human resources and strategic planning  
Proven ability to quickly analyze key business drivers and develop strategies to grow the bottom-line*

High-integrity, energetic executive recognized for ability to envision and create successful outcomes in complex situations. Track record of accomplishments in increasing organizational capacity through operational efficiencies and human capital & talent management. *Areas of Excellence include:*

- Strategic HR Planning
  - Corporate Planning
  - Succession Planning
  - Talent Management
  - Recruitment & Staffing
  - Operations & Administration
  - Forming Strategic Alliances
  - Creating Winning Business Plans
  - Leading & Developing Teams
  - Employee Relations
  - Project Management
  - M&A Due Diligence and Integration
  - Training & Development
  - Performance Management
  - Business Development & Marketing
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**EXECUTIVE HIGHLIGHTS**

Built solid track of success leading growing companies, organizational and transformational change.

- **Strategic Planning** – Successfully created and implemented strategic plans, set and administered annual budgets from \$.5M to \$6.5MM.
  - **Human Resources** – Developed and implemented multiple Employee Handbooks ranging for professional personnel ranging from 25 to 100+ employees, successfully defended employer interests in litigation and settlement issues, built high performance organizations and teams by directing hiring, structured incentives, pay schedules, evaluations and overall culture to align decision making with strategic goals. Cut employee turnover by 55% by replacing ad hoc compensation and promotion approach with formal, structured performance reward system.
  - **Mergers & Acquisitions** – Spearheaded due diligence, evaluation and risk assessment for 3 mergers and acquisitions with other regional accounting firms, resulting in successful post M&A integration of 3 regional offices in addition to the headquarters office.
  - **Management & Operations** – Oversaw contract administration, facilities management & build-outs, established and managed firm-wide IT department, implemented paperless office, managed internal billing and delinquent accounts reports.
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**CAREER HISTORY & ACCOMPLISHMENTS**

**BEACON DAY SCHOOL, Inc.** Beacon Autistic Spectrum Independence Center (BASIC), Inc.

**2014**

***Chief Operating Officer (COO)***

Recruited by CEO/Founder and charged with building infrastructure to help this \$10MM annual revenue non-public school reposition itself in a competitive market. Led and directed all Operations, Strategic Planning, Business Development and Conflict Management with 100+ employees and a network of 50+ providers. Established and maintained operating standards, regulatory compliance and total quality management while maintaining a current level of knowledge industry-related trends and compliance standards to ensure a cohesive structure within the school and organization.

- Orchestrated the development of Mission Statement & Corporate Values, as well as detailed action plan.
- Refined organizational structure to consolidate, streamline and delineate necessary functions. Achieved fill-in rate of 90% for all leadership roles.
- Built high performance organization and teams by revamping HR structure and aligning decision making with strategic goals, resulting in happy, hardworking employees emotionally vested in success of the organization.
- Oversaw all master contract renewals and ensured contractual obligations were being met by all contracting parties.
- Ran successful day to day operations of this complicated multi-disciplinary organization.

**MCDOWELL, DILLON & HUNTER ACCOUNTANCY CORPORATION**

2004 - 2013

South Bay CPA firm specializing in providing tax and accounting services to individuals and businesses.

***Firm Administrator/Human Resources Director***

Recruited by two Founding/Managing Partners, led and directed all human resources and administrative functions to help grow business from 1 HQ location to 3 regional offices with 75% growth in employee headcount and 25-% growth in tax/audit practice. Grew back office function from 1 to 10 highly efficient employees. Implemented paperless office.

- Led all HR functions within the firm including but not limited to recruiting, staffing, development and implementation of recruiting strategies, hiring and termination processes, documentation of employee-related matters, employee performance reviews, benefit administration etc.
- Prepared HR due diligence, evaluation and risk assessment for mergers and acquisitions purposes.
- Developed and implemented marketing strategies and action plans. Launched company website and compiled company brochure and other marketing materials.
- Established IT department, directed and led information technology trends and developments including remote connectivity, server expansion and back up.
- Advised managing partners on succession planning programs including partner track and professional growth.
- Negotiated & maintained professional liability and employment professional liability insurance.
- Led and directed all office moves and relocations. Successfully moved head office location with minimal downtime and interruption, facilitated all aspects of remote office relocation that included space utilization, working with realtors and managing partners on new office space options, working with space planners, interior designers, IT and other subcontractors.

**LEBOEUF, LAMB, GREENE & MACRAE, L.L.P.**

1998-2001

***HR Manager/Office Administrator***

Recruited by Managing Partner, led and directed human resources and office administration functions of one of the international offices. Managed administrative staff of 8 to support a law office that consisted of 10 associates.

- Established and implemented first personnel policies and procedures handbook. Liaised with HQ in NYC.
- Coordinated and conducted professional training for associates and other personnel on topics like Client Relations, Successful Team Building, Dress Code, Professional Behavior etc.
- Conducted annual personnel performance evaluations for associates and staff.
- Conducted salary surveys and advised managing partner on performance bonuses and salary raises.
- Prepared annual payroll budget reports.
- Reviewed and approved personnel expense reports and accounts payable.
- Reviewed and approved office supply, office equipment and other IT purchases
- Worked closely with the managing partner on internal billing and delinquent accounts reports.

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***\*\*\*Early Career\*\*\****

**ASDI BIOSCIENCES, INC.***Human Resources Consultant*

2002-2004

Provided human resource consulting services in areas of personnel policies and procedures handbook, annual performance evaluation review process, employee relations, termination and discipline issues. Ensured human resources and regulatory compliance company-wide.

**DELOITTE & TOUCHE TOHMATSU***Human Resources/Training Coordinator*

1996-1998

Worked closely with the office manager & Managing Partner on all human resources and administration functions. Successfully administered certification courses offered by the association of certified chartered accountants (ACCA) to an in-house accountants as well as the rest of big four, was known as the first and only administrator of the ACCA courses.

**EDUCATION & PROFESSIONAL DEVELOPMENT**

HR Certification Institute

University of California, Irvine

Kazakh State University of World Languages

Member:

Senior Professional in Human Resources (S.P.H.R.)

Human Resources Professional Certificate

B.A. English Arts

Society for Human Resource Management (SPHR), Professionals in Human Resources Association (PIHRA), Association for Accounting Administration (ACA)