



## SENIOR EXECUTIVE PROFESSIONAL SUMMARY

A professional and talented Senior Executive with experience in concentrations of leadership, administration, operations, finance, budget development and management, financial principles, project planning and execution, compliance, assessment, and service responsibilities of public organizations. An individual driven to improve business results with proactive communication and problem-solving who excels under pressure to multitask and manage competing priorities. A versatile leader who leads by example builds solid relationships and influences frontline staff to drive results. Also, plans, directs, and coordinates the organization's overall operations.

## ACHIEVEMENTS

- Led UTSA's eligibility audit for the Texas National Research University Fund (NRUF funding) and Carnegie R1 designation, which secured >\$5.7M in financial support and enhanced institutional prestige
- Streamlined business operations, program policy, and procedure enhancements after a reorganization, leading to optimum management of fiscal operations, grant and contract compliance, resulting in improved stakeholder transparency, communications, expenditure monitoring, and customer service satisfaction rates
- Executed a strategic talent acquisition plan to improve retention strategies and professional development programs and leading to an increase in staff retention
- Key contributor to BI dashboard, query tools, automation projects development for research reporting

## SKILLS

- Organizational Leadership, Administration and Operations
- Research Administration
- Budget Development and Management
- Regulatory Compliance/Quality Assurance
- Knowledge of Uniform Guidance (UG), Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), and Federal Acquisition Regulations (FAR), and
- Strategic Planning
- Accrual/Cost Accounting
- Talent Management/Development
- Performance Monitoring/Assessment
- Internal/External Partnerships
- Financial Management
- Risk Management
- Project Planning and Execution
- Data Analysis/Business Intelligence Reporting
- Program/Contract Administration

## EXPERIENCE

### **Assistant Vice President Research Finance & Operations**

**February 2021 - February 2024**

#### **University of Texas at San Antonio | San Antonio, TX**

Led the administration, strategic and financial planning, operations, project direction, compliance, and data analytics for a large research enterprise and managed sponsored program fiduciary activities, including budget development, resource allocation, audits, fiscal reports, space, procurement, quality assurance, and risk management.

- Successfully directed the accounting, budgeting, reporting, compliance, audit, quality assurance, performance monitoring, expenditure management, and risk management activities for all diverse streams of revenue exceeding \$40M and sponsored program expenditures for federal, state, and local grants, contracts, and agreements exceeding \$152M
- Led the development and implementation of operational business systems, policies, procedures, technologies, and internal controls supporting the overall administrative efficiency and fiscal compliance with federal, state, system, and institutional regulations and policies
- Developed data models, projections, analyses, and reports to internal senior leaders, external stakeholders, and regulatory entities
- Designed and executed divisional plans for special projects, facilities, inventory, materials, and hardware acquisitions in line with state and federal guidelines and reporting principles
- Established productive partner relationships with institutional stakeholders, peer institutions, cross-functional teams, corporations, government agencies, and other industry partners
- Led transformational strategic initiatives and organized cross-functional teams to achieve operational goals and improved decision-making
- HR Liaison; oversee all aspects of talent and performance management, including recruitment, selection, and termination of employees, onboarding, training, and performance evaluations

### **Managing (Regional) Director**

**January 2018 - January 2021**

#### **University of Texas Health Science Center | San Antonio, TX**

Led all administrative affairs and operations of the state regional center, including financial management, accounting, project planning and direction, compliance, quality assurance, audits, strategic planning and assessment, contract administration, technologies, scheduling, emergency planning, talent management, and special projects.

- Project Director responsible for securing all state and federal funding for center operations
- Direct all revenue and sponsored program requirements (pre and post-award) for grants, contracts, gifts, and agreements with state, federal, and local sponsors, including accreditation and state regulatory compliance and successfully leading all federal and state sponsor audits
- Design and execute a system of internal controls that provides reasonable assurance that center operations are effective and efficient, center assets are safeguarded, patient and financial information is reliable, and the center complies with applicable laws, regulations, policies, and procedures
- Direct and assess the effectiveness of strategic initiatives and plans, service methods, and administrative support systems; identifying opportunities for continuous improvement, innovation, and the implementation of changes
- Analyze performance and productivity and data models, projections, analyses, and reports to internal and external agency stakeholders and funding agencies

- Develop policies and procedures for all collaborative program initiatives, customer service, and protocols for public health incidents following the emergency action planning process
- Designed and executed divisional plans for special projects, facilities, inventory, materials, and hardware acquisitions in line with the institution's strategic plan and vision
- Responsible for community partner relations and engagement, regional committee leadership and participation, and served as the community representative at national, state, and local meetings
- Direct clinical education programs and affiliation agreements for all resident, fellow, and student rotations
- Align the talent management strategy with the specialized needs of the organization to sustain talent retention and continuous operations

**Operations Manager- Research**

**February 2016 - January 2018**

**University of Texas Health Science Center | San Antonio, TX**

Directed the unit's research administration, operations, accounting, budget development, project management, quality assurance, compliance, strategic and financial planning, audits, and sponsored project administration for an academic school.

- Direct all sponsored program requirements (pre and post-award) for grants, contracts, endowments, gifts, and agreements with state, federal, and local sponsors, including federal and state regulatory compliance
- Managed all administrative affairs and operations of the office, including the direction of fiscal activities, including budgeting, fiscal reports, staffing, requisitions, and controlling costs
- Led the assessment of performance and productivity projections, analyses, and reports for all stakeholders
- Ensured compliance with the mission, goals, policies, and procedures for all federal, state, and local project initiatives
- Prepared action, financial, strategic, and business plans, as well as other mission-critical correspondence and reports
- Processed and assessed the effectiveness of strategic initiatives, internal controls, service methods, and administrative support systems; identifying opportunities for continuous improvement, innovation, and the implementation of changes
- Designed and executed plans for staffing, retention, training and development, performance management tools, space resources, and inventory

**Assistant Principal of Operations**

**April 2015 - January 2016**

**IDEA Public Schools | Mission, TX**

Led all campus administrative and financial operations, including fiscal budget, accounting, compliance, academic support, facilities, food service and nutrition, and transportation services for a K-12 campus serving over 1,500 students.

- Responsible for the business operations, policy and process development, strategic vision and direction, and empowering teams to achieve goal-driven results
- Directed the daily operations for the campus; managed, developed, and trained a team of numerous department managers and 40 staff members
- Conducted cost studies data analysis, prepared statistical reports and expense projections to manage administrative operations efficiently
- Participated in community outreach initiatives to strengthen relationships with local stakeholders
- Promoted a collaborative approach to supporting student's, teacher's and staff's academic, social, and emotional development

**Assistant Dean for Academic Administration**

**July 2008 - April 2015**

**University of Texas Rio Grande Valley | Edinburg, TX**

Led all administrative and academic affairs, operations, and compliance activities, including direction of fiscal activities, projections, budgeting, project management, reporting, talent management, and controlling costs; develop and implement plans, operational policies, and procedures to optimize resource utilization for a school with nine health professional disciplines.

- Executive leadership team member; implemented practices to achieve the university's strategic goals and priorities, for the overall institutional plan
- Led active academic participation in federal, state, and other regulatory agency and accreditation filings and compliance audits as required by national, state, and federal agencies
- Directed recruitment, credentialing, educational activities, and strategic initiatives to evaluate the achievement of college goals and objectives, workload analysis, and research
- Directed all aspects of sponsored project administration (pre and post-award), proposal development, budgets, grants accounting, endowment procedures, quality assurance, regulatory compliance, and risk management for the college
- Developed and enhanced enterprise-wide business systems, which included performing needs analyses and providing business process training and solutions
- Conducted cost studies data analysis, prepared statistical reports and expense projections to manage administrative, academic, and operational policies effectively
- Prepared and published reports on various institutional programs' academic and financial performance.
- Managed facility renovations or construction projects affecting academic buildings on campus.

**Other Professional Experience**

Branch Administrator

January 2003 - June 2008

Mortgage Company

Payment/Lender Services Supervisor

July 1995 - May 2002

CoStep Student Loan Servicing Agent

**EDUCATION**

**Doctor of Education (Ed.D) - Educational Leadership**

December 2024

West Texas A&M University, Canyon, TX

**Master's - Public Administration**

May 2013

UT Rio Grande Valley, Edinburg, TX

**Bachelor's - Business Administration**

December 2003

UT Rio Grande Valley, UT

**CERTIFICATION**

**Certified Financial Research Administrator, #2023130203**

March 2026

Research Administrators Certification Council

**SPONSORED PROGRAM LEADERSHIP**

**Health Resources Services Administration**

2018-2021

**Commission on State (TX) Emergency Communications (CSEC)**

Project Director