

EXECUTIVE SUMMARY

Chief of Staff and finance/operations executive. The work is helping big public organizations make decisions on time and act on them: budget books, decision systems, federal grant governance, ERP transformation, and audit remediation. Nearly 20 years across four cities, with budgets up to \$605M, a \$1.7B capital program, and enterprise transformation across 23 departments. Currently the operating partner to the Gainesville City Manager, running five functions across a 1,200-person, \$458.9M organization.

CORE COMPETENCIES

- ◆ Executive partnership, decision support & operating cadence
- ◆ Strategic planning, performance management & enterprise alignment
- ◆ Cross-functional program and portfolio management
- ◆ Enterprise transformation, ERP/EPM & systems modernization
- ◆ Budget development, forecasting & financial stewardship
- ◆ Governance, policy development & board/executive support
- ◆ Risk management, internal controls & compliance
- ◆ Capital planning, debt management & long-range financing

PROFESSIONAL EXPERIENCE

Executive Chief of Staff to the City Manager

JUN 2023 – PRESENT

City of Gainesville, FL

Senior advisor and operating partner to executive leadership of a 1,200-person, 23-department, \$458.9M organization. Direct enterprise oversight of five functions (Management & Budget, Communications, HR, Risk Management, Procurement/Contracts) covering ~61 staff.

- Direct executive oversight of \$458.9M in operating and capital budgets; authored three consecutive fiscal year budget books standardizing financial narrative, policy transparency, and decision documentation
- Built the governance scaffolding for a \$32.4M federal recovery portfolio across 32 projects and 36 nonprofit subrecipients, sustaining delivery and federal-funder credibility through fast-moving, politically sensitive conditions
- Led citywide deployment of Workday Adaptive Planning (EPM) for budgeting and forecasting, and Workday Strategic Sourcing and Contract Lifecycle Management across 23 departments, covering 7,250+ contracts and 3,300+ suppliers
- Designed and operationalized the City Manager's executive operating system (intake triage, agenda and pre-read standards, decision logs, pre-briefs, and action tracking through closure) to improve organizational responsiveness and execution
- Established goals, performance expectations, and operating rhythms across enterprise functions and assigned departments, strengthening cross-functional coordination and execution discipline
- Served as Acting City Manager during absences and emergency conditions, providing executive continuity in fast-moving, politically sensitive operations

Special Advisor to the City Manager

FEB 2022 – JUN 2023

City of Gainesville, FL

Senior advisor to the City Manager on enterprise initiatives spanning federal recovery, ERP stabilization, strategic planning, and policy governance.

- Built and launched governance for the City's \$32.4M ARPA program (intake, prioritization, controls, and documentation standards) to meet federal requirements and maintain audit readiness
- Led annual strategic planning refresh, facilitating executive workshops and producing the updated plan with goals, measures, and accountable owners
- Served on the post-go-live stabilization committee for Workday ERP, contributing to root-cause analysis, configuration and process corrections, and SIT/UAT retesting that strengthened internal controls, reporting reliability, and transaction accuracy
- Owned executive performance reporting and KPI/OKR reviews, translating operational and financial results into trend narratives and action recommendations for the City Manager
- Helped establish the organization's policy review committee and standardized the policy lifecycle

Finance Director

JUL 2020 – JAN 2022

City of Gainesville, FL

Led 43-person team across accounting, treasury, payroll, budget, procurement, contracts, pensions, investments, and risk management.

- Managed \$366.2M operating and capital budget with stewardship across all core finance and risk functions
- Stabilized and advanced audit remediation following extensive external findings, closing open items through workforce realignment, process improvement, and disciplined corrective action
- Directed internal and external financial reporting, strengthening fiscal transparency, reporting reliability, and executive visibility into the City's financial position
- Administered the City's retirement plans and coordinated with investment advisors, custodian bankers, the City Commission, Finance Committee, and Pension Review Committee on pension and retirement matters
- Implemented recommended finance restructuring by separating the Budget function from core finance, clarifying ownership and execution discipline across the Finance department, and established a new Office of Management & Budget to focus on budget development and monitoring, performance management, and programmatic research

Director of Financial Services (Finance Director)

NOV 2017 – JUL 2020

City of Hollywood, FL

Led 42-person team across accounting, payroll, and treasury operations for a \$585.2M multi-fund budget.

- Provided stewardship and fiscal oversight of the City's operating and capital budget, including executive reporting and decision support to senior leadership
- Oversaw core finance functions spanning accounting, payroll, treasury, revenue forecasting, billing and collections, financial reporting, and long-range planning
- Oversaw debt and treasury operations including a \$165M General Obligation Bond initiative supporting public safety, parks, infrastructure, and resiliency
- Owned finance readiness for Oracle Cloud ERP implementation: requirements, configuration, SIT/UAT oversight, and training across GL, AP, AR, cash management, fixed assets, and reporting
- Served as Board Trustee for the Hollywood General Employees' Pension Plan, providing fiduciary oversight on pension governance, investments, and retirement plan matters

Director, Office of Budget & Performance Improvement

MAY 2016 – AUG 2017

City of Miami Beach, FL

Led 20-person team across budget, capital planning, internal audit, grants, and performance management.

- Led development and administration of a \$605M operating budget and managed a \$1.7B five-year capital improvement program
- Oversaw citywide operating and capital budget preparation and monitoring, aligning resource allocation and expenditure decisions to strategic priorities and compliance requirements, and improving budget-to-actual visibility for executive decision-making
- Implemented citywide performance management process with KPIs, reporting cadence, and accountability structures
- Maintained multi-year revenue and expense forecasts and long-range financial plans, conducting cost allocation analysis and fee-level recommendations to support cost recovery and fiscal sustainability
- Oversaw the internal audit function, strengthening internal controls and policy compliance
- Oversaw strategic planning processes including annual Commission retreats and strategic plan updates

Early Career · City of Philadelphia, PA

NOV 2010 – MAY 2016

Deputy Commerce Director, Finance & Administration · *Department of Commerce*

JAN 2016 – MAY 2016

Deputy Budget Director · *Office of Budget and Program Evaluation*

FEB 2015 – JAN 2016

Assistant Budget Director · *Office of Budget and Program Evaluation*

NOV 2011 – JAN 2015

Capital Budget & Program Analyst · *Capital Budget Office*

NOV 2010 – NOV 2011

EDUCATION

MBA, Strategic Management & International Business · Villanova University

B.S. in Economics, Operations & Information Management · The Wharton School, University of Pennsylvania

PROFESSIONAL DEVELOPMENT

Bloomberg Harvard City Leadership Initiative · Class of 2024

Drexel University · Leading for Change Fellowship · Class of 2014

Certified Public Pension Trustee (CPPT)

AWARDS

Visionaire Award · City of Gainesville, 2024

VOLUNTEER LEADERSHIP

Director of Finance, National Leadership Team

2012 – 2021

Sigma Lambda Upsilon Sorority, Incorporated

- Directed national finance operations including annual budgeting, cash flow reporting, and month/quarter close for a multi-chapter organization
- Standardized accounting and financial reporting processes, improving consistency, transparency, and internal controls across all chapters
- Ensured IRS compliance and delivered monthly/quarterly financial reports and profitability analysis for national events