

PROFESSIONAL EXPERIENCE

The White House – Advance Associate Feb. 2021 – March 2021

- Manage logistical arrangements for traveling party of POTUS & VPOTUS, ensuring support of mission-oriented trips
- Facilitate strong and consistent communication among Legion Partners (United State Secret Service, Military Aides to the Vice President, White House Communications Agency, White House Military Office Air Operations, Navel Enlisted Aides, Vice Presidential Transportation, and White House Medical Unit)

AArete – Consultant Mar. 2020 – Jan. 2021

- Executing \$100M post-merger synergy portfolio for multi-market payer with \$100B+ revenue
- Analyzing ancillary service volumes, rates, & contracts for 100+ hospitals & individual practitioners
- Crafting network strategy for Southwest market, consisting heavily of Medicaid & behavioral health-focused providers
- Leveraging SQL expertise to retrieve large data sets for manipulation in Excel, resulting in delivery of synergy opportunities to Southwest market executives

Biden For President – National Advance Staff, Contractor April 2019 – Nov. 2020

- Managed logistical arrangements for public & private events for campaign principals & surrogates, including: event production, direction & design, compliance, promotion, volunteer management
- Coordinated with the United States Secret Service, local law enforcement, as well as business owners & local organizations to facilitate safety of principals & surrogates, as well as event staff, press & participants

Clarity Partners, LLC – Senior Consultant Feb. 2018 – Jan. 2020

Higher Education Client - Manager

- Managed three-person team in redesign of operating expense planning application for higher education client—due to change in organization's business processes and accounting rules
- Led data validation processes, developed training content, and led end user training sessions for higher education client
- Designed & implemented web forms and financial supports within Oracle's Hyperion Planning for higher education client
- Provided supplemental support to University's Budget, Finance, & IT Service groups

Automotive Client – Program Manager

- Managed organization's IT Services business process in support of IBM for automotive production plants—in addition to capital planning and procurement for automotive client
- Drove license management and identify scope for new products identified in IBM's environment, as well as server inventory and reconciliation
- Led four-person procurement process team and tracking of software/hardware licensing and maintenance
- Produced monthly tracking, validation of resource units for monthly reconciliation

Sidley Austin LLP – Client Arrangements Analyst Oct. 2016 – Dec. 2017

- Analyzed rate structures of client arrangements to identify opportunities to increase billing realization margins
- Performed cross-departmentally work to assist in integration of applicable clients to Sidley Austin's electronic billing system, contributing to Firm-wide revenue of \$2B annually
- Cultivated relationships with top tier clients by developing an understanding of current firm-wide initiatives, objectives, and areas of impact for the Firm & client
- Created deliverables and communicated findings to senior management in preparation of client presentations

Geometry Global, LLC – Finance Analyst Sept. 2014 – Oct. 2016

- Performed revenue trend & forecast analysis to advise accounts teams on budget utilization, while assisting to recognize incremental revenue opportunities
- Analyzed and prepared monthly & quarterly income and P&L statements to determine sources of revenue and develop cost savings initiatives, contributing to \$15-\$20M in annual revenue

- Collected and synthesized technical/functional requirements for implementation of SAP
- Regulated net working capital by maintaining work-in-progress & accounts receivables to within 30-90 days, per contracted payment terms
- Prepared monthly and quarterly revenue forecasts for WPP, plc.

Central States Funds – Field Auditor

Jan. 2014 – Sept. 2014

- Analyzed & prepared monthly, quarterly, annual financial statements, & additional employer records—utilizing GAAP to ensure corporate financial accountability
- Performed compliance audits of employer payroll contributions in accordance with negotiated bargaining agreements and Fund policy
- Identified account fluctuations and potential audit risk areas, then proposed and communicated recommendations to senior management and audit clients

EDUCATION

- **DePaul University** – Master of Business Administration, Business Strategy May 2017
- **Northwestern University** – Bachelor of Science, Communications Studies & Business Institutions Aug. 2013

VOLUNTEER & PROFESSIONAL ORGANIZATIONS

- **Office of Vice President of U.S.** – Motorcade Driver (2017)
- **Hilary for America** – Volunteer (2015 - 2016)
- **Chicago United** – Corporate Inclusion Institute
- **Special Olympics of Illinois** – Volunteer
- **National Black M.B.A. Association** – Member
- **Grant Park Music Festival** – Associate Council
- Oracle Enterprise Performance Reporting 2016 Cloud Service Specialist
- Oracle Hyperion Planning & Budgeting Cloud Service (PBCS) Specialist

SKILLS & CERTIFICATIONS

- Oracle Hyperion/Enterprise, SAP, Anaplan
- Microsoft Suite, SQL, Adobe Suite