

EDUCATION

<i>Doctor of Organizational Leadership</i> Pepperdine University	<i>Malibu, California</i>	<i>2013</i>
<i>Master of Business Administration</i> University of Redlands	<i>Redlands, California</i>	<i>2004</i>
<i>Bachelor of Science in Business Administration</i> Chapman University	<i>Orange, California</i>	<i>1992</i>
<i>Certified Fraud Examiner (CFE)</i> <i>Fluent in Italian</i>		

EXPERIENCE

<i>Jet Propulsion Laboratory (JPL)</i> <i>Manager, Acquisition Planning and Compliance Section</i>	<i>Pasadena, California</i>	<i>2013-Current</i>
<ul style="list-style-type: none"> • Manage approximately 15 Cost and Pricing Analysts, 7 Subcontract Closeout Specialists, 6 Procurement Advisors, 2 Supervisors and 1 Administrative Assistant. • Member of the Acquisition Division's Executive Board and Training Council. • In charge of 2 of the Divisions 5 strategic plan goals. • Regular Acting Division Manager. • Responsible for maintaining the JPL Certified Purchasing System. • Responsible for the Strategic Plan on Maintaining a Certified Purchasing System. • Streamlined many inefficient processes that facilitated the subcontracting execution. • Assisted in research, negotiations and implementation of 3 of the \$16 billion NASA Prime Contracts with Caltech. • Acquisition planning of large procurements. • Lead the Division Training program. • Document owner for more than 400 acquisition procurement policies and procedures. • Responsible for the external audit coordination function for the JPL Acquisition Division. • Responsible for the JPL Acquisition Division Self Governance program. • Responsible for the Closeout Group managing subcontracts closeouts. • Responsible for the Cost and Price Analysis Group for subcontracting activities. • Responsible for the Earned Value Management Group for subcontracting activities. 		
<i>Jet Propulsion Laboratory</i> <i>Manager, Commodities Purchasing Section</i>	<i>Pasadena, California</i>	<i>2012-2013</i>
<ul style="list-style-type: none"> • Managed approximately 35 subcontracts managers, 4 supervisors and 1 administrative assistant. • Responsible for all commercial purchases for JPL including flight hardware. • Responsible for the JPL purchase card (P-Card) program and the iProcurement programs at JPL. • \$100M annually in Purchase Orders; \$50M annually in Purchase Card Orders; and \$80M annually in Electronic Catalogs purchases. • Source Selection Official of JPL's Cloud Computing Commodity Board, coordinated closely with the Chief Information Officer's office. • Developed a Strategic Plan for the Commodities Section. • Responsible for the Strategic Plan on Strategic Sourcing. • Member of the Acquisition Division executive board and training council. 		
<i>Jet Propulsion Laboratory</i> <i>Manager, University Subcontracts Section</i>	<i>Pasadena, California</i>	<i>2007-2013</i>
<ul style="list-style-type: none"> • Managed approximately 20 Subcontracts Managers, 2 Supervisors and 1 Administrative Assistant. • Responsible for approximately \$700M in Subcontracts with over 200 universities and Non-Profit organizations throughout the world. • Member of the Acquisition Division executive board and training council. • Responsible for the Strategic Plan on Partnering with our Laboratory Customers. • Developed the vision and mission for the Acquisition Division. • Developed a Model Subcontract with the largest subcontracting partner at JPL. • Streamlined many inefficient processes that facilitated the subcontracting execution. • Developed Customer Care meetings to proactively connect with our technical community. 		

- Developed a training class with HR for the entire laboratory to facilitate subcontracting with universities.
- Supported JPL missions for science and research subcontracts.
- Supported the JPL student programs in bringing several hundred students to JPL annually.
- Assisted in research, negotiations and implementation of a \$16 billion NASA Prime Contract with Caltech.

Jet Propulsion Laboratory*Pasadena, California**2004-2007**Audit & Compliance Manager*

- Managed the audit function with external audit agencies within the Acquisition Division.
- Worked closely with NASA and the General Counsel on legal procurement issues and resolutions.
- Coordinated with the Inspector General, Government Accounting Office, NASA, Defense Contract Audit Agency, Defense Contract Management Agency and other audit organizations for compliance related matters.
- Performed special reviews and investigations for upper management.
- Designed and performed specific training classes for the JPL Acquisition Division.
- Designed and developed online training classes.
- Advised management on procurement related laws and interpretations.
- Advised negotiators on legal contractual matters.
- Developed and managed the Acquisition Division Self Governance program.
- Led the bi-annual Self Assessment review for prime contract and public law compliance.
- Reviewed large flight procurements for compliance with public laws and NASA prime contract requirements.

California Institute of Technology*Pasadena, California**2001-2004**Audit & Compliance Senior*

- Supervised and performed many audits both on Campus and at JPL.
- Issued audit reports to management both on Campus and at JPL.
- Investigated inappropriate activities and reported to upper management.
- Actively involved with several large audit & compliance projects at JPL.
- Worked directly with management on Campus and JPL on internal control efficiencies.
- Assisted the financial auditors in preparation of the Caltech and JPL financial statements.

Jefferson Wells International*Irvine, California**2000-2001**Internal Auditor*

- Supervised 200 employees performing vendor contracts audits with the largest automaker in the world.
- Managed a national project for the largest waste management company in the United States.
- Performed numerous investigations into fraud, waste and abuse.
- Managed a lease agreement audit of a large Hawaiian bank.
- Supervised the reconciliation process of mutual funds for a large bank.
- Provided expertise in the implementation of a financial system into a German multinational company.

United Nations World Food Programme*Rome, Italy**1998-2000**Internal Audit Consultant*

- Performed field office audits throughout the poorest countries in the world.
- Audited the Transport, Storage and Handling of all Commodities delivered to beneficiaries (\$1.4 billion).
- Analyzed and confirmed the compliance with the sale of commodities in the Country Offices.
- Produced numerous Internal Audit Reports to management.
- Performed numerous special reviews at HQ and in the field.
- Reviewed all External Audit Reports from each of the United Nations Country Offices (96).
- Drafted exception reports to the Executive Board on non-compliant issues.
- Prepared reports highlighting the key issues for Executive Board awareness.

United Nations International Fund for Agricultural Development*Rome, Italy**1998-2000**Internal Audit Consultant*

- Performed audits of the Media, Marketing and Public Relations Divisions.
- Managed the compliance audits of the Technical Assistance Grants (\$600 million).
- Performed an audit of the Supplementary Funds from donor nations (\$230 million).
- Reviewed budget analysis in comparison to actual expenditures within grant activities.
- Developed and approved audit strategies and audit programs for the compliance and audit processes.
- Audited \$130 million of technical research grants.
- Audited the Special Operations Facility grants.

- Drafted reports on all findings and recommendations to the Chief of Internal Audit.

Caporicci & Larson, Certified Public Accountants

Irvine, California

1994-1998

Audit Manager

- Managed as many as 25 staff auditors simultaneously throughout the West Coast.
- Traveled extensively to meet with the board of directors, audit committees and/or customers.
- Managed and performed audits, reviews and compilations of financial statements for many multimillion-dollar entities.
- Performed numerous reviews for fraud, waste and abuse.
- Planned, tested internal controls, tested year-end balances and reviewed all fieldwork.
- Consulted clients and audit committees and issued many types of Financial Statements ranging from unqualified to adverse opinions.
- Issued recommendations to management regarding organizational strengths and weaknesses.
- Aided entities in the interpretation and understanding of all applicable laws and requirements.
- Evaluated financial statements for proper presentation.

Ryder Truck, Inc.

Los Angeles, California

1992-1994

*Rental/Lease Associate***TEACHING EXPERIENCE****University of Southern California (USC)**

Los Angeles, California

2014 - Current

*Adjunct Professor, Marshall School of Business and Leventhal School of Accounting***Azusa Pacific University (APU)**

Azusa, California

2010 - 2014

*Adjunct Professor, Graduate School of Business and Management***Westwood College**

Los Angeles, California

2008 - 2010

Adjunct Professor, School of Business

Graduate	Undergraduate
BUSI581 – Strategic Leadership	APM300 – Introduction to Business
FIN501 – Advanced Managerial Accounting	APM311 – Management Functions
ITM540 – Information Technology Management	BUAD285a – Accounting Fundamentals
MGMT503 – Business Management Theory & Practice	BUAD302 – Communication Strategy in Business
MGMT510 – Current Issues in Business and Management	CM421 – Productivity and Cost Control
MGMT515 – Applied Research & Analysis	FIN301 – Intermediate Accounting I
MGMT521 – Organizational Development & Change	FIN372 – Managerial Finance
MGMT550 – Instructional Design & Training	MGT300 – Leadership & Managerial Decision Making
MGMT570 – Organizational Performance Improvement	
MGMT581 – Corporate & Organizational Leadership	
EXECUTIVE MBA Program – Management Communication Strategy	

PUBLICATIONS

- **Leadership Styles in Education: An Analysis of Prominent Leaders in Education**, Hawaii International Conference on Education. January 2008.
- **Leadership Styles and Theories**, The Society of Educators and Scholars Conference, Malibu, California. September 2007.
- **How Are You Paid?** A Leadership Fable. December 2017.

TEXTBOOK REVIEWER

- McGraw-Hill, Pearson and Prentice Hall and SAGE Publications textbook reviewer.