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EXPERIENCE

UNITED STATES PEACE CORPS – BOTSWANA MINISTRY OF EDUCATION, 2011 – 2013

SECONDARY SCHOOL LIFE SKILLS SPECIALIST AT KWENA SERETO SECONDARY SCHOOL

- Implement critical thinking methods in English, Social Studies and Guidance and Counseling in a secondary school with 850 students.
- Established streamlined reporting raised funds and developed alternatives to existing education standards.
- Worked with the Guidance and Counseling Department to advance the Departments' role under the schools Strategic Plan. Set goals and methods to measure success. Submitted quarterly results to management.
- Mentored students through clubs and study groups to increase knowledge of life skills, earn higher marks and develop self-esteem to enact a healthy life style.
- Tutored challenged students at Springboard Humanist International NGO in Life Skills and Commerce for completion of secondary school level diplomas.
- Served as a liaison for the school on the District (State/Province) Gender Committee.

ILLINOIS WORKERS' COMPENSATION COMMISSION 2006 – August 2011

CHIEF FINANCE OFFICER

- Developed annual Commission budget totaling \$50 million in conjunction with the Governor's Office of Management and Budget and the General Assembly.
- Budgeted support for 180 staff, four satellite offices, two grant programs, and the administration of the State's workers' compensation court system.
- Managed expenditures for eight funds.
- Collected \$20 million in revenues annually for four funds.
- Oversaw annual fiscal audits and biannual compliance audits.
- Provided annual accounting reports to the State Comptroller and Treasurer.
- Managed eight staff providing oversight, mentoring, training, and annual evaluations.
- Worked directly with the Chairman and other managers to develop long term strategic plans and implement financial processes to support those plans.
- Served as acting Human Resource Director in addition to CFO for 10 months.

ILLINOIS STATE TOLL HIGHWAY AUTHORITY 2003-2005

BUDGET MANAGER

- Developed, implemented and monitored an Agency wide operating budget totaling \$220 million and a capital budget totaling \$1.2 billion.
- Budgeted support for 2000 employees in 9 Departments, 20 toll offices, and a strategic plan to implement a \$5 billion highway improvement program including the issuance of bonds.
- Won the Agencies' first Government Financial Officers Association Distinguished Budget Award in 2004.
- Managed and supervised 7 budget staff and coordinated with other staff and Department Chiefs to implement and monitor the budget and performance measurements.
- Provided monthly and quarterly financial reports for agency budget and spending to the Governor's Office of Management and Budget, the Tollway Board and the public.

STATE COMPTROLLER'S OFFICE, Local Government Division 1994 - 2003

DIRECTOR: 2001 – 2003

FINANCIAL REPORTING MANAGER: 1999 – 2001

ADMINISTRATIVE ASSISTANT IV: 1995-1999

- Managed all aspects of local government financial reporting to the Comptroller.
- Developed formal statewide financial reports for local governments.
- Conceptualized and supervised the computer applications to sustain statewide reporting including internet applications, database support, and financial reporting.
- Supervised/Coordinated 17 employees and field staff to ensure reports were provided in a consistent, timely and data friendly manner.
- Analyzed and compiled an annual Local Government Report Card for the General Assembly and local officials as required by state statute.
- Developed and implemented government finance training programs for local officials.
- Researched and wrote articles concerning taxation, mandates, intergovernmental structures, and other issues for the Comptroller's monthly publication, *Fiscal Focus*.

COOK COUNTY BUDGET OFFICE 1993 - 1994

BUDGET /ISSUE ANALYST

- Designed a variety of tax models to measure revenue projections reflecting income, sales, and corporate taxes.

- Authored papers for the County Board President concerning issues related to state finance, bonds, pensions, welfare reform, and education.

ILLINOIS GENERAL ASSEMBLY 1987 - 1993

LEGISLATIVE ANALYST

- Provided financial analysis for 15 state agency budgets to the Chairman of the Senate Appropriation Committees. Rendered recommendations for financial changes to the state budget to support the policy positions established by the caucus.
- Served as senior staff analyst for the Senate Transportation and Appropriations Committees. Responsibilities included development and drafting of legislation, critical analysis of proposals, bills and amendments, and informing and advising members regarding substance of bills.
- Monitored the expenditures of federal and state funds .
- Developed an appropriations training program through a simulated legislative process.

EDUCATION

- Bachelor of Arts Degree - Majors: Political Science and Law Enforcement Administration. Western Illinois University, Macomb Illinois - 1986.
- Graduate Work Political Science Master's Degree Program (Not completed) University of Illinois at Springfield (1986 - 1988).
- University/College classes taken after graduate program include Child Development/ Sociology/Addictions Study.