

**State of New Mexico, Department of Finance and Administration
Deputy Cabinet Secretary, Office of the Secretary**

Santa Fe, NM
April 2019 – Present

- Directs activities of project operations across agency business units and ensures cohesiveness and effectiveness in supporting the agency's mission, goals, and strategic plan
- Develops and establishes policies, strategies, and operating objectives to ensure efficient and effective implementation of major agency projects executing strategic priorities
- Oversees development process of annual cycle to include agency budget, strategic planning, performance measures and annual presentation to the Legislative Finance Committee
- Oversees agency operations by providing advanced leadership and expertise to business units including Administrative Services Division (HR, Procurement, Payroll, Accounting, Budget), Financial Control (Statewide payroll and accounting functions), Local Government Division, Board of Finance and the Office of the Secretary (Chief Legal Counsel, Chief Economist and Chief Information Officer)
- Designed and implemented professional development programs and recruitment strategies for new staff. Refined new interagency communication between departments
- Elevates critical procedures and priorities based on department needs and financial analysis
- Serves as key leader in strategic operations planning and implementation of over \$300M of housing assistance to low-income and underrepresented communities across the state. DFA lead in strategically aligning marketing and communication efforts for program
- Served as part of a collaborative leadership team to establish the 2020 Statewide Complete Count Commission, organized community partners and engaged local government and organizations around census efforts with a focus on hard to count populations

**Presbyterian Healthcare Services (PHS)
Director, Health & Wellness Program, Promotion and Marketing**

Albuquerque, NM
June 2016 – April 2019

- Managed The Solutions Group (TSG), a division of PHS providing health and wellness programs to governmental entities and private employer groups throughout New Mexico
- Directly supervised and managed over 19 employees and a 10 million dollar budget
- Oversight of all financial, personnel, contracting, marketing, and business-related activities
- Responsible for creating and managing annual operating budget
- Provided leadership in the direction and integration of benefit strategies for businesses, employees, Presbyterian Health Plan members and the community
- Responsible for the long-range design, implementation and management of strategic initiatives
- Established, monitored and evaluated short- and long-range goals, objectives and policies and operating procedures
- Served as a principal point of collaboration, leadership, and expertise to both internal and external constituencies on professional and operational matters pertaining to the mission, goals and objectives
- Evaluated organization and staff to achieve goals and objectives while ensuring alignment with the PHS five-year strategic plan
- Developed, implemented and communicated department level policies, programs, quality control measures and practices related to the execution of programs and services and while monitoring and driving improvement of outcomes and initiatives
- Managed the development of materials and tools that facilitated the understanding and value of organizational plans, programs and policies while meeting legal obligations and disclosure of rights and responsibilities
- Responsible for all planning, including design of processes, selection of measures and deployment of requirements, execution of plans, assessment of progress and revision of plans based on ongoing research of evolving technology and innovative solutions
- Managed and provided proactive conceptual and operationally integrated communication campaigns and strategies that supported the objectives and the strategic direction of the organization

**Presbyterian Healthcare Services (PHS)
Strategic Planning Manager, Strategy/Communications/Marketing**

Albuquerque, NM
April 2014 – June 2016

- Responsible for the implementation of the organization's annual strategic planning cycle resulting in the formation of a long-term strategic plan; produced action plans and work product necessary to influence the organization's strategy

- Partnered with executive leadership to create and align strategic initiatives by facilitating strategic discussions involving focus areas
- Provided analysis and materials for executive leadership board charged with driving strategy for the organization
- Applied subject matter knowledge and expertise of the organization capabilities, competitors, market characteristics, industry trends and federal and state policies for strategy purposes and recommendations
- Prepared analysis of products, services and programs to evaluate competitive position, benchmarking and best practices and recommended interventions
- Facilitated the development of reports to executive and board-level committees; compiled and maintained statistics to support the development of and validation of reporting deliverables and performance metrics

**The University of New Mexico
Manager, Business Services and Accounting, Student Health Center**

Albuquerque, NM
November 2010 – April 2014

- Responsible for the preparation and management of the annual operating budget
- Direct oversight of operations and administrative functions including payroll, accounts payable, purchasing, asset management, fiscal, accounting, compliance/privacy matters and safety and facility management activities
- Responsible for human resources operations, including management of vacancy postings and advertisements, candidate screening, coordination of new hires/offer letters and processing separations
- Managed contracts procedure including drafting, evaluation, negotiation and execution of all contracts
- Maintained contractual records and documentation such as receipt and control of all contract correspondence, contractual changes, status reports and other associated documents and ensured internal compliance with terms
- Served as Board Member of the Southwest College Health Association

**The Village of Corrales
Finance Officer, Administration**

Corrales, NM
December 2008 – December 2009

- Prepared and managed the annual operating budget for review and examination by village council and mayor, Village administrator and constituents
- Managed human resources, payroll, and benefit, accounts payable, procurement and purchase order operations
- Routinely testified before elected council regarding proposed annual budget and budget adjustments and provided daily advice and counsel to mayor and administrator regarding operating budget and financial impacts
- Prepared financial projections and revenue forecasts, reconciled financial accounts and funds while working closely with department heads to access funding sources for projects, equipment and supplies, and requested additional funds and related justification as needed
- Assigned to special teams to research and investigate administrative matters, including travel, procurement and records management
- Regularly received and reviewed correspondence from supervisors and village principles on various policy and financial matters, and tracked timelines for generating appropriate responses
- Engaged with New Mexico Department of Finance and Administration and Taxation and Revenue Department regarding State approval of Village budget and receipt and collection of gross receipts taxes, local distributions and legislative appropriations; administered several programs and funds

**State of New Mexico, Department of Finance and Administration
Executive Budget Analyst, Local Government Division**

Santa Fe, NM
June 2008 – December 2008

- Reviewed and approved budgets, budget adjustment resolutions, and monthly and quarterly financial reports of local governments to ensure compliance with state statutes and regulations
- Accounted for revenues and expenditures, monitored financial conditions, and detected and recommended corrections for deficiencies to ensure long-term financial stability
- Evaluated Department of Public Safety and Office of Emergency Management requests for financial assistance to counties and municipalities that have experienced natural disasters
- Reviewed and considered hardship requests from the Department of Transportation for counties and municipalities
- Examined local government requests for certificates of bonding capacity to determine if the local entity had capacity to issue bonds
- Conducted evaluation of fiscal and legislative issues affecting the budgetary process and municipalities fiscal conditions

**Sun Healthcare Group, Inc.
Litigation/Contracts Specialist, Legal Division**

Albuquerque, NM
May 2007 – June 2008

- Served as primary contact for corporate contractual matters
- Responsible for accurately interpreting contract terms while ensuring compliance with policies and guidelines

- Conducted internal review process and introduced amendments to language or terms and coordinated concessions or counteroffers until amicable terms were reached
- Assisted lawyers in tracking and monitoring corporate litigation cases nationwide
- Participated in the preparation of demand letters, pleadings and other legal documents
- Advised senior leadership on case status, settlement discussions and fiscal impact of outstanding debts

Compliance Coordinator, Corporate Compliance Division

January 2005 – May 2007

- Managed corporate compliance related concerns involving personnel matters, patient care concerns, and facility hazards by receiving and tracking reported issues, identifying deficiencies in the response process and implementing appropriate corrective action plans
- Developed and maintained an investigative database and prepared and analyzed data reports for review by senior leadership and board members
- Managed confidential disclosure program for reporting concerns including database management, concern triage and assignment, investigation review and management reporting

Sharp HealthCare

San Diego, CA

Strategic Planning Analyst, Strategic Planning

February 2002 – December 2004

- Performed planning and market research, analyses, and report preparation supporting the development of intermediate and long-term growth strategies
- Generated hospital utilization and financial market comparison reports on hospital, physician and service line data in support of long-term planning
- Served as liaison to the Governmental Relations department, monitoring legislative and regulatory activity impacting the organization and stakeholders
- Key projects supported included Environmental Assessments; Inpatient Projections; Medical Staff Development Plan; System-wide Service Line Planning; Balance Scorecard Development

Sun Healthcare Group, Inc.

Albuquerque, NM

Manager, Accounts Receivable, Corporate Finance Division

October 1997 – October 2001

- Distributed and prioritized the workload for a team of accounts receivable coordinators, ensuring compliance with organizational policies and accounting practices and procedures
- Prepared and analyzed monthly financial reports
- Negotiated payment arrangements and approved promissory notes
- Managed and developed customer relationships and advised senior management on client affairs and recommendations/negotiation strategies

Allegiance

Albuquerque, NM

Correspondent, Corporate Financial Services

September 1995 – October 1997

- Facilitated meetings with hospital leadership to resolve outstanding financial matters involving contractual disputes
- Assigned the administrative responsibility of tracking over \$20 million in accounts receivable
- Prepared recommendations to settle outstanding balances and negotiated settlement arrangements
- Researched financial reporting systems, correspondence and other sources of information to resolve account discrepancies and recommended approaches to minimize errors

Masters of Healthcare Administration

Albuquerque, NM

University of New Mexico

Bachelor of Arts in Public Administration

San Diego, CA

San Diego State University