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Professional Summary

A results-oriented financial professional with expertise in all phases of accounting practices, procedures, and policies with broad and in-depth experience in administrative practices. Strengths include broad teaching experience with excellent observation evaluations and student ratings of instruction. Excellent knowledge of IFRS and GAAP, coordinating projects, and implementing procedures to enhance overall quality control.

Experience

Rutgers Business School, Newark and New Brunswick, NJ **Full-Time** **2016-Present**
Instructor-Accounting and Information Systems Department **Part-Time Lecturer 2015-2016**
Teach various accounting courses at the Undergraduate and Graduate levels.

Passaic County Community College, Paterson NJ **Adjunct** **2011-2012**
Instructor - Business Administration Department **Full-Time** **2012-2015**

Teaching Financial Accounting I and II, QuickBooks, and Managerial Accounting. Also previously taught Management. Responsibilities include preparing lesson plans, creating and grading tests, and monitoring student learning objectives and outcomes. Major accomplishments at PCCC include:

- Created and implemented an intern program for students in the Associate in Applied Science Degree in Accounting which enabled students to gain work experience prior to graduation.
- Designed a new Business Ethics course for the department intended to transfer to Rutgers.
- Received excellent teaching observations performed by college Deans and faculty.

Action Coach, Livingston, NJ **2010-2012**
Business Coach

Coaching privately owned businesses seeking significant improvement in areas of sales, marketing, finance, profitability and human resources. Action has achieved substantial results in areas where owner seeks to improve delegation and decision making and assist the business in growth and expansion. Action specializes in helping business owners wishing to work on developing their businesses and less in day-to-day operations.

Tegrit Financial Group, New York, N.Y. **2008 - 2009**
Controller

Implemented accounting system and internal controls for start-up company in the pension services industry. Tegrit was formed to offer technology, asset management, and administrative solutions to the public sector. Oversaw all finance and accounting functions: Monthly closings and preparation of financial statements, preparation of annual budgets, reporting on actual results compared to budget with explanation and analysis of variances. Managed accounts receivable and accounts payable as well as cash flow.

- Initiated monthly reporting cycle for reporting to Board of Directors and senior management.
- Managed banking relationships; liaison with auditors during annual audit.

AXA Equitable Life Insurance Co., New York, N.Y. **1987 - 2008**
Assistant Vice President, Health Operations & Reinsurance (2007 to 2008)

Managed the administration for individual health and disability income business. This involved management and oversight of AXA's third party administrator for the health business as well as GAAP, IFRS, and STAT accounting, financial reporting, and customer service issues. Managed the ceded disability income business including accounting and reporting and ongoing issues with reinsurers.

Major accomplishments:

- Enhanced claims reporting and compliance administration for major medical business.
- Streamlined monthly journal entry and financial close process for disability income and major medical lines of business.

Assistant Vice President, Reinsurance Administration, AXA Equitable (1997 – 2007)

Managed a department of fourteen engaged in the administration of ceded and assumed life and disability reinsurance. Responsibilities included areas of GAAP, STAT, and IFRS accounting, financial reporting, year-end statutory filings including Reinsurance Schedule “S”, and GAAP and STAT footnote disclosures, internal controls, reinsurance treaties, systems administration, Sarbanes-Oxley compliance testing and ongoing monitoring of controls, desk audits and administrative reviews of reinsurers.

Major accomplishments:

- Implemented an automated system administering ceded reinsurance resulting in eliminating manual processes and creating efficiency enhancements to overall process.
- Implemented procedures for obtaining reimbursements for ceded claims resulting in a streamlined process for collections reducing receivables and accelerating cash inflows.
- Managed the integration of Mutual of New York’s (MONY’s) reinsurance administration system into AXA Equitable after MONY was purchased by AXA Equitable.
- Designed and implemented Sarbanes-Oxley control procedures as well as periodic testing and monitoring of internal controls.

Director and Manager, Controllers Department, AXA Equitable. (1987 – 1997)

- Responsible for all accounting and reporting, including GAAP and statutory filings.
- Developed accounting and administrative procedures for major projects such as a sale and leaseback of \$50 million of furniture and equipment with the goal of increasing surplus.

American Express Company, New York, N.Y.

1986 – 1987

Senior Accountant

Prepared and reviewed consolidated financial statements including footnotes and related disclosures.

KPMG Peat Marwick, CPA’s, New York N.Y.

1983 – 1986

Senior Accountant

Supervised the audit team and developed information for inclusion in clients’ financial statements and related disclosure documents.

Education

Lubin Graduate School of Business, Pace University

MBA Accounting “With Distinction”

President, Lubin GSB Accounting Society

Member, The National Honor Society in Business Administration

Virginia Tech, BS Sociology

Certification / Technical Skills

Certified Public Accountant, States of New York and New Jersey

Knowledge of Quickbooks, PeopleSoft and Excel, implemented Peachtree accounting program.

Teaching Experience

Rutgers Business School – MBA & Undergraduate Programs: Financial and Cost & Managerial Accounting, Intermediate Accounting, Introduction to Managerial Accounting, 2015-2016

Essex County College – Business Department-Financial Accounting 2016

Caldwell University – Business Department-Financial Accounting 2016

Rockland Community College-Business Department-Principles of Accounting I & II 2015-2016

Passaic County Community College, Paterson, N.J., Adjunct and Full-Time Instructor of Accounting.

Hunter College of The City University of New York, New York, N.Y. Adjunct Instructor of Accounting.

New York City College of Technology (formerly New York City Technical College), Brooklyn, N.Y.