

Experience

Boston College-Athletics Department

8/1/19-Present, Full-Time

Associate Athletics Director, Business Operations

- Liaison with Risk Management for insurance requirements (facilities, transportation, etc.)
- In charge of filing the EADA and NCAA Audit reports, annual audit, and quarterly and annual reports
- Assist in updating policy manuals and enforcing travel and business policies
- In charge of producing and sending out monthly financial reports to departments and programs
- Responsible for maintaining and ensuring fiscal integrity of the department's budget including compensation, scholarship, operating as well as Department's gift, agency and endowed accounts
- Manage the long term planning/forecasting and budget development for the department
- In charge of creating monthly cash flow reports
- Liaison with NCAA/Atlantic Coast Conference with regard to financials and to the VP of Finance's Office within the University
- Ensure that all business and financial activities and guidelines are in compliance with federal, state, conference, institutional and NCAA rules and regulations
- Track revenue and receivables
- Oversee the purchasing card program for the Department
- Manage and supervise 4 business office staff members, 4 coaches, 6 equipment room staff and 3 student workers
- Managed an overall operating budget
- Responsible for fiscal oversight of Department wide contracts such as apparel and footwear, ground transportation, cellphones, and sponsorship outsourcing
- Work with Procurement on bids and long-term contracts with vendors
- Men's Soccer Program Administrator, Sailing Program Administrator and Skiing Program Administrator
- Oversee the Football Equipment Room as well as the Olympic Sports Equipment Room
- Human Resource Liaison for Compensation and Hiring in the department
- Member of the Executive Staff Team and Senior Staff Team within Athletics
- Provide financial input to the Athletic Director on the Department's strategic planning process and monitor current and projected financial performance to assess fiscal requirements
- Work with capital equipment planning and projects as well as facility enhancements

Professor in the Woods Graduate School: Sports Administration Program

- Taught Sports Finance class, Summer 2021

Boston College-Athletics Department

8/1/14-7/31/19, Full-Time

Associate Director/Assistant Athletic Director, Business Operations

- Liaison with Risk Management for insurance requirements (facilities, transportation, etc.)
- Run weekly/monthly reports and reconcile to external spreadsheets
- Responsible for overseeing team travel and recruiting budgets
- Research and prepare EADA and NCAA Audit reports
- Assist in updating policy manuals and enforcing travel and business policies
- In charge of organizing and sending out monthly financial reports to departments and programs
- Manage Department's office supply purchasing system
- In charge of creating monthly cash flow reports
- Liaison with NCAA/Conference with regard to reimbursements and receivables
- Track revenue and receivables
- Oversee the purchasing card program for the Department
- Assist in the budget forecasting and planning for the Department
- Managing and supervision of 4 business office staff members, 4 coaches, and 5 student workers
- Managed an overall operating budget
- Assist with managing the Under Armour apparel allotments and contract
- Work with Procurement on bids and long-term contracts with vendors
- Men's Soccer Program Administrator and Swimming Program Administrator
- Manage and oversee the Department's courtesy car program

Boston College-Athletics Department

6/1/10-8/1/14, Full-Time

Business Manager

- Negotiate and set up contracts (hotel, charters, ground transportation) and insurance requirements
- Responsible for the team travel and recruiting budgets of various programs
- Assist in preparing EADA and NCAA Audit reports
- Assist in updating policy manuals and enforcing travel policies
- Manage Department's office supply purchasing system
- Manage Department's printing budgets
- Track revenue and receivables
- Oversee the purchasing card program for the Department
- Oversee the Equipment Room for all sports on equipment budgets and expenditures
- Assist in budget forecasting and planning for the Department

Boston College-Athletics Department

8/01/08-6/1/10 Full-Time

Travel Administrator

- Negotiate and set up contracts for team charter flights
- Responsible for overseeing and booking team travel
- Responsible for monitoring and forecasting the travel and recruiting budgets
- Manage Department's office supply purchasing system
- Organize, reconcile and track all purchasing card orders from various teams and departments
- Manage Department's printing budgets

Boston College-Athletics Department

7/01/06-8/1/08 Full-Time

Assistant Business Manager

- Set up and regulate all bus and van transportation for athletic teams
- Responsible for overseeing and setting up team travel
- Responsible for monitoring and forecasting the travel and recruiting budgets
- Responsible for the maintenance of the office supply account for all sports and departments
- Organize, reconcile and track all purchasing card orders from various teams and departments
- In charge of monitoring all printing requests throughout the Athletics Department
- Managed the Department's cell phone trade deal – as well as the collection of all monthly phone reports

Boston College-Athletics Department

2/01/02-7/01/06 Full-Time

Administrative Assistant-Business Office

- Responsible for the issuing and collecting of phone statements for coaches and employees
- Organize and record all purchasing card orders from various teams and departments
- Set up and regulate all bus and van transportation for athletic teams
- Responsible for monitoring and setting up team travel
- Responsible for monitoring the travel and recruiting budgets

Education

Endicott College

- Earned a B.S. in Sports Management (2001)

Boston College

- Earned a Masters in Business Administration (CSOM 2007)

Skills/Other

- Microsoft Word, Microsoft Excel, Microsoft Power Point, PeopleSoft, PeopleSoft HR
- Endicott College Varsity Basketball Player (1997-2001)
- Board of Directors, Monomoy Little League (Treasurer)
- Board of Directors, Monomoy Youth Basketball (Treasurer)