

# DESIREE ROMERO

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505.531.7158

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Management of federal grants and reconciliation. Managed compliance and reporting of funding. Providing technical assistance in the administration of grants and agreements; interpreting the laws, regulations, and policies. Participating in working groups on grant management issues and projects.

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## EXPERIENCE

### ACCOUNTANT AND AUDITOR ADVANCED

State of New Mexico

NOVEMBER 2023 – PRESENT

Managing Bureau finance activities, tracking budgets, process vouchers, PO creation, review PARs, assist with finance projects, and process travel reimbursement. Coordinate with management of federal grant plans and evaluate the operational and administrative activities. Monitor expenses to ensure compliance and prepare grant close out.

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### CLEAN ENERGY PROGRAM MANAGER

State of New Mexico – Energy, Minerals, and Natural Resource Department

JUNE 2023 – NOVEMBER 2023

Managed multiple programs, program procedure development, monitor and manage grant procurement, and coordinated with community partners. Managed program reporting logistics.

### BUDGET ANALYST

State of New Mexico – Department of Health

June 2019 – January 2023

Managed multiple federal grants, reported workload and financials to Federal agency. Maintained records for audit, reconciled grant. Assisted with scheduling workload.

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## EDUCATION

### BACHELOR OF ARTS, BUSINESS ADMINISTRATION, MINOR IN MANAGEMENT AND ACCOUNTING

New Mexico Highlands University

May 2018

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## SKILLS

- Project Management
  - Budget planning and management
  - State and Federal grant management
  - State and Federal regulation compliance standards
  - Exceptional communication
  - Account reconciliation
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