

## **CAREER SUMMARY**

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Over 15 years of experience across a broad range of government program administration. Proven track record with program management, energy efficiency programs, energy data analysis, energy benchmarking, program development, project development and implementation, energy sustainability programs, policy analysis and development, fiscal analysis, vendor management, contract administration, budget preparation, data analysis, youth recreation programs, workforce development programs, community outreach, and event planning.

## **PROFESSIONAL EXPERIENCE**

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**San Bernardino County Transportation Authority, San Bernardino, CA** 10-2021 to present

**Energy Program Manager, Planning and Regional Programs 02/2023 to present**

**Management Analyst II, Planning and Regional Programs 10/2023-02/2023**

- Provide Program Management for the Inland Regional Energy Network (I- REN).
- Present and develop agenda items such as fund transfer agreements, contract awards and/amendments, and informational items through the MinuteTraq and Granicus systems for either Executive Director or Committee and Board of Directors Approval.
- Co-lead for the implementation and oversight of the I-REN Workforce Education & Training Programs.
- Utilized the Eden Financial system for processing invoices, financial queries, financial analysis, and reporting.
- Developed, analyzed, and managed program budgets.
- Provided supervision for the intern and energy analyst staff.
- Reviewed and analyzed regulations and all applicable laws concerning energy efficiency programs.
- Developed calculators to assist with efficiency and quality control of invoice review.
- Developed calculators to track time for I-REN-related activities efficiently.
- Oversight of the contractors to ensure that the performance metrics are met in conjunction with the required deliverables.
- Effectively communicate and coordinate with department staff, elected officials support staff, contractors, outside government agencies, and internal staff.

**Riverside University Health System- Behavioral Health, Riverside, CA**

08-2019 to 10-2021

**Administrative Services Analyst II**

- Wrote and coordinated the Measure A transportation grant and received over one million dollars in grant awards.
- Developed and maintained government contracts and vendor payments per the established purchasing procedures.
- Developed a work order tracking system for property estate technician requests.
- Prepared Form 11 documents agenda items for approval by the Riverside County Board of Supervisors.
- Assisted the program manager with the supervision of clerical staff.
- Led the coordination and development of a billing system for private pay clients.
- Effectively communicated with other County Departments, other government agencies, and vendors.

**City of Riverside, Riverside, CA**

9-2018 to 8-2019

**Administrative Analyst**

- Oversaw the operations and supervision of twelve public utility billing unit staff members.
- Developed state-of-the-art Excel tools for calculating and forecasting utility billing scenarios.
- Ensured compliance and rate accuracy with the utility billing CRM system.
- Reviewed and analyzed utility department and program policies, ensuring compliance.
- Decreased costs by developing monitoring protocols that ensured CRM was optimally performed.

**CLEAResult, Oklahoma City, OK**

5-2016 to 5-2018

**Project Manager & Data Analyst**

- Served as Project Manager for Energy Efficiency System Data integration system project for the Oklahoma Gas & Electric (OG&E) energy efficiency program.
- Worked with over five (5) different energy CRM systems and helped to develop calculation methodologies to determine energy-efficient saving measurements.
- Prepared energy efficiency presentations and provided compliance reports for the state government energy commission, evaluators, and shareholders.
- Analyzed large-scale data and tracked consumer energy savings data and rebates.
- Saved at least 10% of operational costs by coordinating a water rate pricing overhaul.
- Designed forms and created an energy efficiency-related database to produce streamlined accuracy.
- Ran queries to create reports using SAP and multiple CRM systems for load shapes and energy savings data to ensure QA/QC of the data.

## **EDUCATION**

- **Doctor In Education (E.d.D) Organizational Change and Administration**, California Baptist University, In Progress
- **Master's in public administration (MPA)**, California Baptist University, 2021.
- **Master of Science in Energy Management**, Oklahoma City University, 2017
- **Bachelor of Arts in Political Science**, University of California, Riverside, 2000