**PROFESSIONAL EXPERIENCE**

Arizona State University – Office of Research & Sponsored Projects Admin, Tempe, Arizona 01/2019 – Present

**Grant & Contract Officer Senior, Award Management Team (AMT)** 07/2019 - Present

* Fiscal Reporting Lead for AMT, Team 2 while providing contract review, management of award set-up, project accounting, cash management and analysis of award disbursement to ensure compliance with University, Sponsor, ABOR, state and federal requirements, standards and regulations.
* Review and prepare invoices, standard and non-standard accounting reports to federal and sponsoring agencies, including detailed cost and financial analysis, forecasts and projects.
* Work with sponsors and internal ASU staff to resolve problems and correct errors in fund management to ensure timely collection of revenue.
* Review of grant and contract award terms and conditions, budgets, invoicing schedules, and restrictions.
* Reconciliation of accounts/awards for compliance of charges in accordance with sponsoring agency and contract conditions and requirements.
* Manage awarded projects in accordance with University and sponsor regulations.
* Work closely with the unit Research Administration team, Principal Investigator and direct Sponsor as needed to ensure a smooth Administration of awards.
* Student Worker Supervisor

**Grant & Contract Specialist, Award Management Team (AMT)** 01/2019 – 7/2019

* Fiscal Reporting duties include federal, state, local and industry awards, focused on invoicing and federal quarterly and annual reporting.

Arizona State University – The Polytechnic School, Mesa, Arizona 6/2016 to 12/2018

**Accounting Assistant – Research Services (Student Worker III)**

* Reconciliation of Principal Investigator’s (PI) research project financial reports for sponsored, local and start-up accounts, including salary encumbrance of Faculty, GRAs and Student Workers
* Reconciliation of sponsored accounts to maintain audit ready status
* Use of *Workday* financial management system rolled-out July 1 for extraction of payroll and expense reporting for financial reports. Training completed for purchasing module of Workday.
* Work with PIs on personnel encumbrances, distribution of effort on specific grant projects for student workers, graduate students, faculty and staff
* Created function within the financial reports for future projection of expenses as a “What If” statement
* Transfer, Journals and Purchase Vouchers in Advantage system and use of Advantage Web Reports
* Knowledge of Personnel mapping and redistribution through the HR portal. While possessing full knowledge on how to perform these tasks, current access for mapping and redistribution is not authorized at the Student Worker level.
* Review of account status for purchases to ensure accounts are in compliance for accepting purchases.
* Work closely with Research Administrator to effectively service Principle Investigator’s as clients.

DiGregorioConsulting, Gilbert, Arizona 1/2015 to 5/2018

**Business & Finance Consultant** *(as reflected on the LLC documentation with the State of Connecticut for SchuylerPartners)*

Clients: *SchuylerPartners, LLC* (Stamford, CT)/*Neil Greco & Associates, LLC* (Boston, MA)/*Sterling Partners LLC* (Sterling, VA)

***These clients are recruiting companies focused on lower to middle manager hiring thru C-Suite and Board placements.***

* \*Preparation and filing of all legal documentation for the start-up of SchuylerPartners with the State of CT
* \*Year-end financial reporting and preparation of annual reports for SchuylerPartners
* \*Create and maintain all backend office activities such as logo design, set up and management of company email account and general processes for SchuylerPartners
* Handle all bookkeeping tasks working closing with SchuylerPartners lead Tax Accountant for year-end tax filings.
* Ensure all consultants on team are paid within fourteen days of invoice submissions
* Preparation and submission of all Client invoices with a 100% collection rate < 60 days
* Design client contracts designed with negotiated individual terms specified
* Preparation of jobs specification/descriptions based on Client requirements for each role
* Act as a back-up recruiter as workflow required

DiGregorio Consulting LLC, Gilbert, Arizona 1/2005 – 5/2018

**Client Relationship Associate – Independent Contractor**

*\*Concurrent professional top ten dart player in the United States through 2008.*

Client: Pat Browne-Zak & Associates (an affiliate of Gilbert Tweed International “GTI”),New York, New York

*Executive search firm focusing on Director thru C-Suite and Board of Directors*

* Timely preparation of new account opening and closing forms
* Successful invoicing, processing/collections of delinquent accounts (100% of all payments acquired in < 90 days
* Preparation of Managing Director commission reports to “GTI” CFO and the Tax Accountant annually
* Effective creation of marketing design presentation for targeted new business development targets
* Research both industries and business units for potential Client targets
* Research Associate activities to locate and present senior level and C-Suite executives from Fortune 500 companies
* Preparation of job specification/descriptions to be used in the marketplace for recruitment of targeted candidates
* Prior responsibilities included full market research such as name generation, sourcing, candidate screening/interviews, client report preparation, resume presentation and recommendation for each retained search assignment on behalf of each client; working in cooperation with lead managing director as well as the Client’s key hiring contacts to present the best talent in the marketplace, based on target qualifications and cultural fit into the organization.
* Handle all travel arrangements through GTI contracted Travel Agency as required for candidate/client meetings as well as GTI executive meetings as needed including expense report preparation and collection of proper documentation for timely reimbursement.

**Gilbert Tweed Associates, LLC**, New York City, New York 9/2000 to 12/2004

**Research Associate** **& Assistant to Managing Director** 8/2003 – 12/2004

**Administrative Assistant to Managing Director** 9/2000 – 8/2003

This role and each advancement step span general administrative duties such as resume formatting and calendar scheduling to resume review, candidate research, interview of Fortune 500 senior level and C-Suite candidates, marketing materials creation, strong personal interaction with clients and candidates, and new business development research. Proposal/Contract creation as well as job specification creation for each search retained. Preparation of expense reports for candidate reimbursement by client during the interview process.

**University of Maryland**, Baltimore City, Maryland 8/1997 to 10/1998

**Executive Assistant to the Director, Media Relations, Office of External Affairs & Communications**

Field media calls from reporters looking for researchers, experts and physicians to obtain quotes and information for health and university related stories and contact appropriate source for interviews. Trained with head of media relations in coaching faculty, doctors and experts prior to scheduled media interviews both print, television, and radio. Standard responsibilities included assisting the Director in day-to-day activities. Track media hits for University wide distribution of regional, national and international mentions in publications/television/radio, for circulation and quarterly reports. Implementation of a cost effective, electronic clip service for faculty and staff via the media relations department. Supply campus information to the public upon request.

**Johns Hopkins University / Medical Systems,** Baltimore City, Maryland 7/1996 to 8/1997

**Special Events & Public Affairs Assistant Coordinator, Office of Communications and Public Affairs/Publications**

*Position ended due to $35M in cutback/layoffs announced for the 4th quarter of 1997.*

Responsibilities included assisting/working with the Director, Special Events in coordination/planning of events. This included field research on location and catering, taste testing and choosing menu for each event. Key host and government affairs liaison for the grand opening of the *Wilmer Eye Institute*. Worked closely with Government Relations on invitations to officials in Washington D.C. as well as celebration for outgoing President, Johns Hopkins Hospital Dr. James Block. Perform all day to day administrative duties. Key liaison to JHU and JHMS library. Field calls from the general public, media, medical staff looking for medical and/or university information and files held in library. Assist in the preparation of Press Releases and well as Press Conference scheduling and location staging.

**Republic National Bank of New York (RNBNY)**, New York City, New York 12/1991 to 7/1996

**Senior Executive Assistant, Investment Management & Private Banking**

Responsibilities included the run of reports on account holdings and summaries of client portfolios. Design presentations for client prospects. Prepare monthly buy/sell reports of client portfolios. Run report of monthly trades and commissions from traders. Confirm buy/sell transactions in portfolios are within assigned guidelines for each portfolio monthly. Field buy/sell calls from brokers. Written and oral client correspondence. Preparation of monthly director's board meetings. Held oversite responsibilities of administrative staff, providing guidance and training as needed, as well as delegation of responsibilities on rotation to administrative staff when workload issues developed within the Investment Management and Private Banking departments. \**Became a Professional Dart player during this tenure with the full support from RNBNY regarding travel and flexible schedule as needed.*

**Relocate to New York City** represents gap in employment 7/1991 – 12/1991

**American National Savings Association**, Baltimore City, Maryland 10/1987 – 7/1991

**Mortgage Loan Processor/Loan Processor/Underwriter/Pre-& Post Settlement Clerk**

Handle the processing and approval of first mortgages, second mortgages, refinancing, home equity lines of credit, new and used automobile loans, personal loans and personal lines of credit

**E.B. Mortgage Corporation (Equitable Bank)**, Towson, Maryland 4/1986 to 10/1987

**Receptionist & Mortgage Loan Processor in Training**

**Bay State Title Company**, Baltimore City, Maryland**, General Office Clerk**  10/1985 to 4/1986

**ADDITIONAL INFORMATION:**

**Professional Dart Player / Temp Assignments / DiGregorio Promotions / Coach / Writer** 1993 – 2015

Atlantis Darts, New York, NY***–* Interviewer & Article Writer***for online Dart publication* (2008 – 2015)

## Pursued goals as a professional dart player – began in 1992 ending 2008; reaching as high as #2 in the U.S. via the ADO (American Darts Organization) and consistent top 10 US female ranking spanning 16 years; as well as reaching as high as #9 in the BDO (British Darts Organisation) World Rankings.

**DiGregorio Promotions** (later name changed to **DiGregorioConsulting**) **1998 - 2005** was a Special Events, Professional Dart Exhibition and Promotions company to service World Professional Dart Players visiting the United States. Organized and negotiated events for locations, dates and pricing scales. Engaged in high publicity tactics to local dart community and participating pubs across the U.S. to ensure successful events and participation. Worked with the British Embassy when travel, passport, deportation issues arose for world pro-players traveling to the U.S. from overseas. Successful 24-hour turn around on two emergency occasions. Negotiated housing and internal U.S. travel for pro-players during exhibition dates.

Long-term temporary assignments during the time-period 1998 – 2000 **while engaged on the Professional Dart Circuit full-time,** included positions within a wide range of industries such as the **National Hockey League, Donna Karan (New York City Showroom), Sony Music Entertainment.**

**\*Coach/Mentor – Ladies Professional Darts**: Coached/mentored five women into the top ten in the United States for women’s rankings, while remaining a top 10 U.S. competitor.

**EDUCATION:**

**Arizona State University**  May 2021

**Master of Legal Studies, emphasis in Contract Management, Sandra Day O’Connor College of Law**

**Arizona State University**  December 2018

**Bachelor of Science, Accounting; W.P. Carey School of Business**

**Bachelor of Science, Anthropology; School of Human Evolution & Social Change / School of Liberal Arts**

**Chandler Gilbert Community College** December 2014

**Associates of Business, General Business**