

ADRIAN ALVARADO

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PROFESSIONAL PROFILE

Accomplished, emerging professional with MBA and BSBA backed by four years' experience in operations and finance. Well-versed in budgeting, financial analysis and training & development in both the non-profit and manufacturing sectors. Driven by a passion for applying strategy and financial acumen in the execution of strategic business solutions.

- Financial Analysis, Budgeting and Planning
- Knowledge of GAAP, AR and AP
- Advanced Excel (macro, V-lookup, pivot table)
- Business Strategy and Process Improvement
- Project Management
- Financial Reporting

EDUCATION

MBA , Fresno Pacific University, Fresno, CA	2018
Focused on Global Management, Finance, Business Strategy and Entrepreneurship	
BS Business Administration , Pepperdine University, Malibu, CA	2015
Focused on Quantitative Preparation, Accounting, Finance, Management and Service Leadership	
International Studies (Study Abroad) , Pepperdine University, Buenos Aires	2012 – 2013

PROFESSIONAL EXPERIENCE

Chief Operations Officer; Community Youth Ministries, Reedley, CA Nov 2019 - Present

Executive role responsible for all daily operations and financial reporting of the Agency. Adviser to department directors and supervisors in strategic growth initiatives. Report directly to CEO and BOD on overall status of business operations and finance. Notable achievements:

- Completed 3 financial audits (FY 16-17, 17-18, 18-19) in 8 months.
- Worked with CEO in creating and maintaining business operations during COVID-19

Chief Financial Officer; Catholic Charities Diocese, Fresno, CA Jun 2019 – Nov 2019

Executive role responsible for all aspects of agency financial reporting, planning, grant compliance, and budgeting. Advisor to department directors and supervisors in financial plans and models. Supervisor to Accounting Specialists in completion of daily transactions and processing. Notable achievements:

- Completed allocations, payroll analysis and 2019-2020 fiscal budget
- Successfully reported and secured \$300,000 in grant money

Project Manager; Deerpoint Group, Madera, CA (TEMP) Jun 2018 - Oct 2018

Senior leadership role responsible for planning, budgeting, overseeing, documenting and executing all aspects of specific projects between \$10M-\$13M USD. Reported directly to the CEO on project status. Set goals, deadlines and budgets, and measured performance related to all chemical manufacturing projects. Coordinated with multiple department directors (R&D, finance, logistics, assembly, etc.) to ensure the success of every project. Notable achievements:

- 100% success rate of project deliverables
- Reduced overall spending of raw materials by 7% by consolidating and establishing new relationships with suppliers
- Improved the overall accuracy of project spending by co-creating business intelligence tools and forecasting models
- Led a team of six in implementing a new strategy for inventory and procurement in revamped ERP system

Director of Operations; Community Youth Ministries, Reedley, CA Jan 2016 - Oct 2017

Senior leadership role responsible for spearheading strategic operational programs, overseeing financial performance, and aiding in hiring and training of staff. Set goals, policies, internal controls and KPI's relating to daily operations and financial reporting. Notable achievements:

- Led the research for and contributed to the selection and integration of APLOS financials
- Expanded the RiverKids program of CYMs' by two school sites, eight staff and 100 students

CONSULTING EXPERIENCE

New Earth, Los Angeles, CA: Semester-long consulting assignment working with a non-profit providing mentor-based arts, education, and vocational programs to juvenile justice-involved youth. Delivered data-driven proposals to meet New Earth's service goals through stronger employee retention, employee motivation and team recruitment initiatives.