

## EXPERIENCE

---

Citigroup – New York, NY | *Vice President, Municipal Securities Division, 1996 - Present*

### Major Accomplishments:

- Business Integration – Organization and system integration of over 2,000 loans obtained through acquisition.
- Transcript Library – Organization of over 4,000 deal transcripts and creation of extensive inventory database.
- Tender Option Bond – Organization of over 3,000 deal agreements and creation of extensive database.
- Division Yearbook – Designed and created first-ever electronic photo book used to promote diversity.
- Division Newsletter – Designed and created division’s first-ever newsletter, which highlights its various diversity efforts. Awarded “Best Practices Award” in 2005 by organization’s CEO.

Workflow Coordinator Manager – Developed, implemented and currently manage Assistant Pool – group of six workflow coordinators who support over 80 analysts and associates. Pool is responsible for preparing presentations and proposals, conducting extensive client research, project planning, expense reports and other administrative tasks. Management of this group includes updating employee manual; delegating assignments, resolving work/time conflicts; meeting with coordinators on a regular basis for professional and personal mentoring and development in addition to formal quarterly, mid-year and annual performance reviews; and holding monthly meetings to review procedures and discuss concerns as well as team performance.

Records Management Officer – Handle document retention process for entire division – involves retention policy creation and implementation, management of databases and records as different areas of the division progress towards document organization and the “paperless office” environment. Work closely with compliance officer and her team, as well as senior managers to ensure centralization and consistency across different product/regional groups.

Request for Proposal Administrator – Coordinate and manage the Request for Proposal (RFP) review cycle which is critical to new business efforts for the division. Reviewing, processing and handling complete due diligence for all RFPs - deadline driven responsibility which involves coordination and communication with various individuals internally and externally; serving as a liaison with all parties; maintaining and updating boilerplate statistics and problem resolution. Work closely with department general counsel and chief compliance officer on a variety of compliance-related responsibilities as they pertain to the industry and the RFP process.

Diversity Committee - Task Force Member & Heritage Task Force Chair – General responsibility involves participating in various internal and external meetings and functions in an effort to promote diversity. Task force responsibility involves working on, and leading, teams in an effort to create initiatives that promote diversity, educate employees and allow opportunities for networking and professional growth.

## EDUCATION

---

- PhD, Educational Leadership – Touro College, Cypress, California, Anticipated Completion September 2009
- Creative Writing Certification Course – Long Ridge Writers Group – Anticipated Completion, September 2009
- MBA, Business Administration, 2006 – Touro College, Cypress, California - Cum Laude
- BBA, Finance – 2002 – Baruch College, City University of New York

## LICENSES, CERTIFICATIONS & AFFILIATIONS

---

- Madrinas – Latin Women Networking Organization – Communications Chair & Treasurer
- Certified Signage Agent/Trusted Enrollment Agent/e-Verify Agent/Notary Public – State of New York
- Member - National Society of Hispanic MBA’s – Member since 2007

## SKILLS

---

Exceptional leadership, organizational, communication and project management skills; Speak Spanish.

## PERSONAL INTERESTS

---

Spending time with Family & Friends; Reading Fiction & Business Publications; Creative & Journal Writing; and Volunteerism (Support Susan G. Komen, Habitat for Humanity, the SCO Family and Locks of Love).