

Sue D.

Untapped Potential Candidate

Financial Professional

West Hartford / CT

(860) 977-9408 / fellowship@upotential.org



PROFILE

Experienced financial professional with strong organizational and analytical skills and a record of success in Telecommunications, Non-Profit and Start-up companies. A successful team/project leader with deep understanding of economics and financial analysis, strong technical skills, and the proven ability to solve complex problems and deliver results.

EDUCATION AND CERTIFICATION

B.S. Economics and Business Administration – Carnegie Mellon University

MBA -- University of Connecticut

KEY SKILLS AND COMPETENCIES

- Financial Analysis and Reporting (timely and accurate)
- Economic Modeling
- Technical Expertise: advanced in MS Excel and able to learn new applications quickly
- People and Project Management, peer to peer influencer
- Relationship development, collaboration with and presentation to executive audiences

PROFESSIONAL EXPERIENCE

[Untapped Potential, Inc.](#) Hartford, CT 2017-Present

Untapped Potential places high caliber talent in professional return-to-work internships

Financial Analyst

- Building U.P.'s financial plan to increase funding opportunities
- Established back office operations and provide financial and operational back office support
- Apply advanced financial modelling techniques to analysis

[reSET Social Enterprise Trust](#) Hartford, CT

2016-2017

reSet is an entrepreneurial Incubator and professional shared working space for social enterprises

Mentor

- Evaluate start-up businesses and their business plans for venture capital investment viability
- Advise the entrepreneurs in creating their venture capital 'pitches'

[Southern New England Telephone Company](#) (now Frontier) New Haven, CT

14 years

Telecommunications company supplying state-of-the-art communications services

Staff Specialist

- Supported New Market Venture for Residential and Small Business Customers

- Developed financial projections, analysis and business case financial reports
- Completed product costs analysis for all regulated toll services within Connecticut
- Managed the development of all cost data required for Department of Regulatory Control submissions.
- Coordinated witness support throughout the regulatory process

Staff Analyst

- Analyzed data and developed profitability reports for existing business units
- Developed budgets for retail operations within Connecticut to monitor and maximize company resources
- Tracked and analyzed monthly results to provide variance analysis to upper management
- Used economic modeling to determine the viability of capital expenditures

COMMUNITY EXPERIENCE

Treasurer

Congregation Beth Israel Sisterhood West Hartford, CT 2 years

- Developed budget
- Prepared financial reports and balanced budget

Membership Secretary

Congregation Beth Israel Sisterhood West Hartford, CT 3 years

- Innovated membership recruitment to increase membership by 10%.
- Engaged Board Members in initiative to increase member retention.

Treasurer

Hall High School, Safe Grad Party West Hartford, CT 2012

- Developed budget
- Prepared financial reports and balanced budget

Co-Chair

Hall High School, Safe Grad Party West Hartford, CT 1 year

- Designed the project plan and defined key responsibilities for an all-night party with 500 guests
- Coordinated volunteers and oversaw execution of the plan

Selection Committee Member

West Hartford Public Schools West Hartford, CT
 Appointed by superintendent to the committee conducting the search for a new King Philip Middle School principal

Ongoing Volunteer Roles

Habitat for Humanity, <i>Financial Freedom Center</i>	Hartford, CT
Susan G. Komen, <i>Race for the Cure</i>	Hartford, CT
Jewish Family Services, Food Pantry Volunteer	West Hartford, CT