

KEITH R. DEMARTINI

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Objective:

To serve the Public, specifically through implementing, measuring, and evaluating budgetary & fiscal policy.

Experience:

9/2008 – Current: **City & County of San Francisco Controller's Office**

Performance Analyst II, City Services Auditor Division

- Develop project plans including scope, objectives and time budgets for multiple process improvement projects with various city departments, collect & analyze information, report on findings, and develop recommendations for process improvement, conduct meetings, give presentations, and research best practices.

1/2007 – 9/2008: **San Mateo County Office of Education**

Financial Analyst, Internal & District Business Services

- Categorical grant fiscal management, revenue limit project implementation, grant reporting, budget and financial report preparation for program management, special education revenue and program billing reporting, accounts payable, cash reconciliation, payroll, contract review, trust fund reporting, attendance reporting, district audit review

9/2002 - 12/2006 **National Semiconductor Corporation**

Controller / Financial Manager

- **Product Line Finance Manager** – Supervise 1 Financial Analyst, analyze inventory & spending trends, coordinate business unit financial reporting, internal controls, external financial reporting support, team leadership of efficiency of reporting initiatives, spending and revenue forecasting coordination, forecasting & managing department spending
- **Other Positions:** Global pricing finance & manufacturing support, utilization statistics, corporate tax accounting

Education:

2006 - Current: **San Francisco State University**

3.88 GPA, September 2006 - Current

- Masters in **Public Administration**, Concentration in Public Management
- Coursework: Research Methods, Financial & Public Management, Policy Making & Analysis, Budgets, HR, & Diversity
- Empirical Research conducted on microeconomic and social effects on communities due to public school closures in San Francisco and philanthropy trends in public schools throughout the greater Bay Area

1998-2002 **California Polytechnic State University San Luis Obispo**

3.51 GPA, September 1998 - June 2002

- Bachelors of Science in **Business Administration**, Finance Concentration, Minors in Economics & Psychology

Skills:

- **Financial Software:** California Education Computer Consortium (CECC), California Department of Education Software, IFAS, Cognos, System ONE, Technology Management System, SAP, Business Warehouse, Business Objects, Ariba, Six Sigma, CorpTax, Open Pages, IFS, Essbase, Forecasting Systems
- **Computer Skills:** Excel, Word, Power Point, Access, Front Page, Visual Basic
- **Other:** Project Management, Special Events, Budget Planning, Cost Analyses, College Recruiting, Team Leadership

Awards & Organizations:

- 2008: San Francisco School Volunteers, Flynn Elementary School Reading Program Volunteer
- 2006: SF Connect Community Service Volunteer
- 2006-2008: **SF State Awards & Organizations:** American Society for Public Administration (ASPA) Member, ASPA MPA Tournament 2007 2nd Place in Team Triathlon – Policy, Management, Ethics, SFSU Pi Alpha Alpha National Public Administration Honorary Society Member
- 2007: American Cancer Society, Team ACS Member
- 2005: San Francisco Italian Athletic Club Member
- 2002-2003: Right Start Santa Clara High School Mentor Program Volunteer
- 2000-2005: **Cal Poly Awards & Organizations:** New Student Recruitment Volunteer, Student Alumni Association University Representative, The National Society of Collegiate Scholars Member, Dean's Honor List