

MATT SWANSON

Jacksonville, FL

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AREAS OF EXPERTISE

Accounting Management
Audit Management
Budget Administration
Business & Revenue Development
Closing Opportunity & Market Gaps
Coaching & Training
Contract & Purchasing Administration
Corporate & Non-Profit Finance
Customer Service Management
Diplomacy
Employee Relations
Facilities & Capital Projects
Financial Planning & Analysis
Forecasting
GAAP
Growth & Change Management
Government & Community Relations
Human Resource Management
Lean Management
Logistics
Marketing & Public Relations
Mergers
Negotiating
Operations Management
Organizational Restructuring
Policy Design & Implementation
Problem Solving
Process Improvement
Project Management
Risk Management
Strategic Planning
Sustainability Initiatives
Team Building

ABOUT ME

Experienced, creative, and versatile business leader with a record of developing sustainable competitive advantages by enhancing operations, serving as a proactive change agent, improving processes, and bringing out the best in people. My passions for investing in others, diversity, improving communities, business and economic development, and shaping the future have led me to serve within both public and private organizations. I combine my passions and skills with my business and financial acumen to provide innovative business leadership that enables organizations to support stakeholder success, grow, improve productivity, enhance value-added activities, develop talent, and meet the changing needs of communities.

SIGNIFICANT ACCOMPLISHMENTS

- + Spearheaded the successful acquisition of a regional technical college. Responsibilities included developing processes and plans, transitioning business services, integrating employees, fiscal management, stakeholder relations, negotiating, facility repairs, and branding.
- + Successfully improved the fiscal health and long-term sustainability of an educational institution by eliminating deficit spending, implementing new services, improving business processes, and increasing reserves by over 80%.
- + Contributed to a small business' ability to survive an economic recession by creating a new service in response to stakeholder demand, and by improving efficiencies and value-added activities.
- + Reorganized a college's technology infrastructure to support the advancement and operational strength of online education programs and student services.
- + Led in the development of degree and workforce training programs to support regional economic growth and strategic industry partnerships.
- + Collaborated with the executives of thirteen educational institutions to create and lead an employee recruitment, retention, and morale task force that led to enhancements to employee and stakeholder experiences.

EDUCATION

DOCTOR OF BUSINESS ADMINISTRATION • 2018
Dissertation- Succession Planning within Higher Education
LIBERTY UNIVERSITY

GOLDMAN SACHS 10,000 SMALL BUSINESSES • 2017
DELGADO COMMUNITY COLLEGE AND BABSON COLLEGE

MASTER OF BUSINESS ADMINISTRATION • 2013
LIBERTY UNIVERSITY

BACHELOR OF BUSINESS MANAGEMENT • 2011
LIBERTY UNIVERSITY

INVOLVEMENT

Former Chairman
Standards of Excellence Committee
Fletcher Technical Community College

Former Chairman
College Budget Committee
Fletcher Technical Community College

Former Chairman
Salary Equity Committee
Fletcher Technical Community College

Adjunct Business Instructor
Entrepreneurship Courses
Fletcher Technical Community College

Former College Liaison
Business and Financial Peer Group
Louisiana Community & Technical
College System

Appointed Member
Southern Association of College and
University Business Officers

Member
National Association of College &
University Business Officers

Former Vice-Chair
Auxiliary Workgroup
University of South Florida

Former Appointed Member
Public Facilities Financing Board
Sarasota County, FL

Former Board President and Member
Board of Directors
Tri-County Youth Services Bureau

Former Appointed Member
Calvert County Gambling Review Board

TECHNOLOGY

Adobe
Banner
Blackboard
Canvas
Cognos
Datatel
Microsoft Office
PeopleSoft
QuickBooks

EMPLOYMENT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF FINANCIAL MANAGEMENT
Jacksonville University Jacksonville, FL • 2019 – Present

- + Oversee Jacksonville University's accounting, treasury, and financial operations.
- + Supervise the finance, budgeting, planning, treasury, purchasing, risk management, and general services teams.
- + Work closely with the Board of Trustees and investment firm to monitor investments in the University's endowment portfolio.

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION
Fletcher Technical Community College Schriever, LA • 2017 – 2019

- + Responsible for the effective stewardship of the institution's human, financial, and physical resources.
- + Provided strategic business leadership to the institution and oversee the finance, human resources, facilities, information technology, business services, auxiliary services, public safety, legal, purchasing, and risk management departments.
- + Led and collaborated with colleagues to improve cyber security through the development and implementation of programs and trainings designed to prevent ransomware and phishing attacks.
- + Reduced operating expenditures by approximately 11% through streamlined operations, service improvements, efficiency enhancements, space utilization, and reductions in energy consumption.
- + Provided leadership and business support for the development of an auxiliary enterprise corporation that led to institutional service improvements and the generation of new revenue.
- + Participated with college leadership and stakeholders in institutional planning, forecasting, policy development, and problem resolution.
- + Implemented improvements to the student financial aid program that reduced customer wait times and increased customer satisfaction.
- + Collaborated with institutional stakeholders to implement improved public safety programs and procedures.
- + Designed and led a collaborative and transparent budget development process that engaged stakeholders and encouraged participation.
- + Maintained exceptional and productive relationships with colleagues, internal and external auditors, and board members.
- + Coordinated property acquisitions and sales in support of the long-term strategic needs of the college.
- + Created a new Enrollment Management division by restructuring the admissions, financial aid, recruiting, and marketing departments. One year after implementation there was an 11% reduction in division expenditures and a 10% increase in enrollment.

ADJUNCT BUSINESS PROFESSOR

State College of Florida Bradenton, FL • 2015 – 2017

- + Equipped business students with the information and skills needed to meet their professional goals and improve organizations.
- + Effectively communicated information by adapting communication styles and content to individual students.

DIRECTOR OF STUDENT BUSINESS SERVICES

University of South Florida Tampa, FL • 2015 – 2017

- + Led a department of 18 professional staff members that provided purchasing, risk management, travel, accounting, programming, FP&A, supply chain, tax, foundation, payroll, and budgeting services.
- + Designed and implemented organizational structures and department mergers that satisfied the needs of stakeholders, cut costs, improved services, and enhanced productivity.

- + Increased revenue by developing and executing growth initiatives, including the development of a ticket center and the expansion of business partnerships.
- + Improved the customer experience through training and development programs that provided team members with the skills and tools needed to succeed, develop creative solutions, and partner with departments to develop business and financial plans.
- + Assisted the institution in meeting goals by allocating resources in a manner that led to significant strategic impacts, the result of which was an expansion of leadership development programs, recreation facilities, diversity and inclusion programs, and a university lecture series.
- + Successfully developed the infrastructure and business processes required to expand the university's student services and programming.

MANAGER OF BUSINESS OPERATIONS

State College of Florida Bradenton, FL • 2015 - 2015

- + Led teams responsible for asset management, business process improvement, fulfillment, inventory, printing services, mail services, event services, business services, operations, and auxiliary services.
- + Improved supply chain programs on multiple campuses by altering warehousing, fulfillment, purchasing, and inventory processes. The result was improved organizational efficiencies, waste reductions, and enhancements to the institution's ability to serve stakeholders.
- + Safeguarded resources through the development of asset and inventory management programs and processes.
- + Coordinated and supervised a multi-campus project to enhance the institution's print management program, the result of which was the implementation of PaperCut, improved resource consumption, increased pay-for-print revenue, and positive feedback from end users.

ASSISTANT DIRECTOR OF STUDENT ACCOUNTS

Stevenson University Owings Mills, MD • 2014 - 2015

- + Managed the department's financial services, customer service programs, forecasting, technology services, marketing initiatives, call-center operations, special projects, and retention programs.
- + Utilized data and intuition to implement programs that led to a 6% increase in student retention while serving the interests of the university.
- + Safeguarded college resources by ensuring the proper collection and accounting of over \$40 million in annual tuition revenue.

FINANCIAL SERVICES SUPERVISOR

Liberty University Lynchburg, VA • 2013 - 2014

- + Led thirteen professional staff members in the execution of customer service, accounting, marketing, accounts receivable, contract management, administration, budgeting, and human resource programs.
- + Implemented virtual customer service and communications programs designed to successfully respond to the changing needs of stakeholders.
- + Entrusted to supervise the collection and recording of over \$120 million in annual self-generated revenue.

OPERATIONS AND ADMINISTRATION MANAGER

Advanced Surveys, Inc. Dunkirk, MD • 2005 - 2013

- + Oversaw purchasing, budgeting, inventory, special projects, marketing, customer service, finance, business processes, new initiatives, and office operations.
- + Coordinated and implemented strategic initiatives to include professional development programs, records management systems, customer relations programs, and new organizational policies.
- + Spearheaded improvements to accounting and budgeting services that led to streamlined operations, improved compliance, and increased stakeholder satisfaction.