

VINCENT J. CHRISTAKOS

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Telephone: (951) 966-7188

OBJECTIVE: To help a governmental institution develop and meet its long-range goals through teamwork and constant improvement of its processes.

SUMMARY: I have over Forty-five years of **Leadership** and **Management** experience to offer in motivating people to willingly do the things that make an organization successful. Over thirty-five years of experience in the central administration of educational institutions, with the last twenty-five years in California school districts and County Office of Education, gives me the experience to meet any challenge. In the area of organizational leadership, I have over 18 years as the chief financial officer of public-school organizations, over four years as a unit Commander and Division Chief for military organizations, and another three years as a General Manager for a fortune 250 manufacturing company. Well developed skills and knowledge in transportation, maintenance, operations, reprographics, finance, accounting, purchasing, sales, human resources, production, inventory control, and school business administration makes me a person who can benefit any organization. My 'can do' positive attitude will energize others.

EDUCATION:

University of Southern California, Los Angeles, Ca
Master of Science in Systems Management, 1986

University of Tampa, Tampa, Florida
Bachelor of Science Degree, Accounting, 1973

US Army Command and General Staff College, Ft Leavenworth, KS
Operations, Leadership, & Resource Management, 1987

Tennessee Associates Institute, Total Quality Management
Managing for Continuous Improvement, 1990

Association of California School Administrators Business Academy
Riverside, CA 2000

EXPERIENCE:

FORECAST5 ANALYTICS, INC, March 2019 to present

Strategic Account Advisor

Special advisor on California K12 education and business operations. Develop school district analytics to assist districts effectively manage financial, academic, and personnel functions.

VIP LEADERSHIP SERVICES, LLC, January 2019 to present

President/CEO

Full responsibility for all operations of a consulting business focused on K12 education business leadership development.

HEMET UNIFIED SCHOOL DISTRICT, October 2009 to December 2018

Assistant Superintendent Business Services, Chief Business Official

Responsible for overseeing Fiscal Services, Information & Technology, Contracts and Purchasing, Warehouse, Maintenance & Operations, Transportation, Facilities Planning & Construction, Reprographics, Child Nutrition Services, and Energy Management. Supervise directly or indirectly over 500 employees. Responsible for developing and overseeing the district's approximately \$250 million annual budget.

REDLANDS UNIFIED SCHOOL DISTRICT, November 2003 to October 2009**Assistant Superintendent Business Services, Chief Business Official**

Responsible for overseeing Fiscal Services, Risk Management, Contracts and Purchasing, Warehouse, Maintenance & Operations, Transportation, Facilities Planning & Construction, Reprographics, Child Nutrition Services, health & welfare benefits and student inter/intra-district transfer requests. Supervise directly or indirectly over 200 employees. Responsible for developing and overseeing the district's approximately \$220 million annual budget.

RIVERSIDE COUNTY OFFICE OF EDUCATION, July 1997 to November 2003

Director of Centralized Support Services (Internal CBO duties): Responsible for overseeing the Fiscal Services, Maintenance & Operations, Contracting and Purchasing, JET and Mail Services, and Reprographics departments. Supervise directly or indirectly 77 employees who provide services to over one hundred sites throughout Riverside County. Responsible for developing, coordinating, and preparing a \$347 million budget for the Riverside County Superintendent of Schools. Provide accounting, payables, receivable, investments, long and short-term borrowing, cost analysis, and services to the internal programs of the Riverside County Office of Education. Maintenance and Operation services include custodial, warehouse and delivery, building repair and maintenance, grounds keeping, and the county's vehicle fleet maintenance and oversight. Reprographics provides offset printing, graphic arts, layout and high volume coping services to all internal and external programs under the County Superintendent of Schools.

HEMET UNIFIED SCHOOL DISTRICT, July 1995 to July 1997

Director of Fiscal Services: Responsible for preparing and coordinating the budget for a 15,000 ADA school district with a \$65 million General Fund operating budget. Member of the Superintendent's Cabinet and the district's collective bargaining negotiating team. Oversee the attendance accounting, class size averages, accounting, payroll, purchasing, invoicing and receivables, site budget execution, contract payments, position control cash flow analysis, and the district's recycling program. Prepare the documentation for Tax Revenue Anticipation Notes TRANS issue to ensure sufficient cash reserves. Prepare the Interim Financial Reports for submission to the State Department of Education. Coordinate the agendas and participate as a key member of the district's Budget Advisory Committee. Prepare and present financial information to the public and Board of Education.

MORENO VALLEY UNIFIED SCHOOL DISTRICT, November 1993 to July 1995

Budget Supervisor: Responsible for preparing and coordinating the budget for a 31,000 ADA school district with a \$130 million General Fund operating budget. Oversee the attendance accounting, class size averages, invoicing and receivables, site budget execution, contract payments, position control cash flow analysis, and the district's recycling program. Prepare the documentation for Tax Revenue Anticipation Notes TRANS issue to ensure sufficient cash reserves. Prepare the Interim Financial Reports for submission to the State Department of Education. Coordinate the agendas and participate as a key member of the district's Fiscal Policy Team, and the Budget Advisory Committee. Prepare and present financial information to the public and Board of Education.

SELF EMPLOYED FINANCIAL PLANNER, June 93 to November 93

Personal Financial Planner: Associated with the Principal Financial Group, I provided financial counseling, developed and maintained a client base, collect and analyzed confidential personal financial data, prepared individualized financial plans for each client. Provided business plans and analysis in the area of risk management, pension plans, medical and dental insurance program, disability insurance, and life insurance. A licensed Life Agent and Certified Tax Preparer.

CONTAINER CORPORATION of AMERICA, April 1989 to May 1993

General Manager (June 90 to May 93) Overall Profit/Loss responsibility for a \$13 million annual sales manufacturing plant. Oversee a Sales Manager, Controller, Production Manager, Commodities Purchasers, and Transportation & Maintenance. Prepare annual business plan and budgets, perform monthly and annual financial performance reviews. Maintain customer and community relations. Ensure that all safety programs are complying with state and federal regulations, and that all local environmental and Department of Transportation rules are followed. Maintain contact with legislators on issues effecting paper and recycling in Sacramento and represented corporate concerns.

Controller (April 89 to June 90) Responsible for the oversight and supervision of the A/P, A/R, payroll purchasing, contracts, personnel records, benefits programs, capital projects, inventory control, general ledger, and financial performance evaluations. Close the books monthly and annually, prepare financial reports of profit/loss and balance sheets. Supervise staff of six and evaluated personnel. Prepare and present annual budget and projections.

UNITED STATES ARMY OFFICER, February 1974 to March 1989

Resource Management Officer (Controller), US Army Command & General Staff College, Ft. Leavenworth, Ks.,(September 86 to March 89) Responsible for the coordination of the annual budget development for the only accredited graduate school and advanced educational institution for US and foreign military officers and senior civilian officials. This \$45 million annual budget institution consisted of five major schools serving over 6,000 students annually. Coordinated the staffing requirements and authorizations, organizational design, conducted staffing studies, and work load formulas. Performed quarterly resource and budget execution reviews and analysis. Prepared budget and student analysis for presentation to the US Congress.

Other Positions Held:

Program Coordinator, Battle Command Training Program
Chief Conferences Division, Command & General Staff College
Security & Intelligence Officer, US Army Group, Greece
Commander, US Army Field Artillery Detachment, Greece
Commander, B Battery, 1/7th Field Artillery, Ft Riley, Ks.
Battalion Motor Officer, 1/7th Field Artillery, Ft Riley, Ks.

CERTIFICATIONS: Chief Business Official (CBO) Certification

MEMBERSHIPS AND ASSOCIATIONS:

California County Superintendents Educational Support Association (CCSESA)

Chair, County Office Finance Sub-Committee

California Association of School Business Officials (CASBO)

President, President Elect, Vice President, CASBO

Chair, Continuing Education & Certification Committee

Professional Standards & Leadership Committee

CASBO Strategic Planning Committee

Professional Development Committee

Riverside Sub-Section of Eastern Section CASBO

Positions held: (President), (Vice President) (Secretary), (Treasurer)

Chairman Eastern Region Finance R&D Committee

Association of California School Administrators (ACSA)

Region 12 President

Region 12 Vice President for Legislative Action

Chairman Business Services Committee of Region XII

Instructor for the ACSA Business Academy

