

REGINA FRAZIER-BAGLEY

- Carried out multiple tasks such as collecting requests for purchase orders; validating availability before submitting request for administrative approval; recording purchase orders for both budget and internal account funds through on-line system
- Expertly managed project budgets with actual expenditures, guaranteed maximum price (GMP), and hard bid contracts, change orders (including owner direct purchases), and contingency use requests
- Led the enforcement of Pay Application Review through the following initiatives:
 - Execution of modified annual investment allowance (AIA) document including original schedule of value line items, any buyout savings transfers, updated schedule of value line items, paid-to-date, and remaining billable amounts.
 - Creation of request to use buyout savings which enabled the utilization of savings to be easily determined throughout the construction project; and
 - Deployment of construction managers (CM) and architectural engineering (AE) firms to Automated Clearing House, (ACH) payments for timely payments

ORANGE COUNTY PUBLIC SCHOOLS (OCPS), Orlando, FL

Senior Budget Manager, Facilities Fiscal Control 2006-2011

- Managed satellite budget office for Facilities Services and Operations & Maintenance.
- Managed budgets for capital renewal and maintenance projects.
- Created/provided monthly project financial reporting.
- Directed project and contract audit with internal auditors and certified public accountant (CPA) firms
- Performed various functions such as scrutinizing insurance claims related to damage and loss of real property
- Held full responsibility in receiving reimbursements resulting from audit findings
- Determined journal posting variances and settled discrepancies for financial statements

Career Highlights

- Directed the modifications in invoicing period for construction which resulted in the following:
 - Prevention of the need to pro-rate invoices during year-end by ordering of CM and AE vendors for an invoice of 6/30 each year; and
 - Enabling finance to clearly capture transactions by period and reduced the amount of accrual journal entries at year-end for capital projects
- Steered efforts in driving return of human resources (HR) dollars to the district by performing the following initiatives:
 - Design of cross-training for all departmental staff.
 - Analysis of departmental workflow, usage of cross training, and assessment of resources necessary to complete departmental tasks thus allowing to restructure the department, obsolete vacant positions, and return substantial HR funds to the district; and
 - Maintenance of high-departmental morale and development of facilities fiscal section into an outstanding team that recognized efficient operations
- Initiated the citizen's construction oversight and value engineering reporting process for the integration of information included in COVE report which decreased reporting errors to 1.7% and promoted the most accurate COVE report submitted to the COVE Committee since inception

Career Highlights

- Enforced changes in review and transmittal of audit information which resulted in:
 - Decreased audit firm service hours through organization of routine audit documents and initiation of pre-audit review for completeness and accuracy; and
 - Ensuring of secure delivery to state and local auditing firms through electronic submission of audit documents development

Earlier Positions Held:

Senior Accounts Payable Specialist, Accounts Payable 2005-2006

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS (OCBCC), Orlando, FL

Fiscal Coordinator 2003-2005

ORANGE COUNTY COMPTROLLER (OCC), Orlando, FL

Accounting Specialist I 2002-2003

ORANGE COUNTY PUBLIC SCHOOLS (OCPS), Orlando, FL

School Bookkeeper 1999-2002

ORANGE COUNTY PUBLIC SCHOOLS (OCPS), Orlando, FL

Paraprofessional/Office Clerk 1991-1999

OTHER EXPERIENCE

DEVRY UNIVERSITY, Chicago, IL

Adjunct Professor – Undergraduate Accounting Courses 2010-2015

EDUCATION

Doctorate in Business Administration & Leadership | GPA: 4.0 (Current)

Walden University, Minneapolis, Minnesota

Master of Science in Accounting | GPA: 3.8

REGINA FRAZIER-BAGLEY

DeVry University, Chicago, Illinois

Master of Science in Business Administration and Public Administration | GPA: 3.0
Keller Graduate School of Business, Orlando, Florida

Bachelor of Science in Accounting | GPA: 3.0
University of Phoenix, Maitland, Florida

PROFESSIONAL DEVELOPMENT

<i>Certifications</i>	Blended Learning Teaching Certification, DeVry University
<i>Training</i>	Management and Leadership, Management Leadership Academy, Orange County Public Schools, Orange County, FL

ACTIVITIES

Keiser University Advisory Committee, Business Degree Programs
Georgia Association of School Business Officials (GASBO)
National Society of Leadership and Success

TECHNICAL ACUMEN

ERP/Software (SAP, CrossPointe, and Munis) | Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook)