



Vega A. Tom

Qualifications Summary

Vega is a dynamic finance and operations professional with almost 20 years of accounting, finance and operations experience in the construction and non-profit sectors. She is experienced in working with organizations experiencing growth and change, developing budgets and forecasts, improving accounting systems, implementing systems and streamlining operations, bolstering human resources and planning strategically to support effective change management, growth, and sustainability. She has a passion for supporting mission-driven organizations in solving problems and helping them thrive.

Professional History

CFO Selections	Consultant	2018 – Current
Native American Youth and Family Center	Director of Finance	2016 – 2018
Luna Jimenez Seminars & Associates	Chief Operating Officer	2015 – 2016
211info	Chief Financial Officer	2014 – 2015
World Pulse Voices	Chief Operations Officer	2013 – 2014
	Director of Finance & Administration	2012 – 2013
	Finance Manager	2010 – 2011
Fruit & Flower Childcare Center	Director of Finance & Administration	2009 – 2010
Hospice of Washington County	Bookkeeper	2005 – 2009
Grove Development	Office Manager	2001 – 2005

Accomplishments

- As a consultant, developed a proforma for a multiphase development project for a cemetery.
- Caught up Indirect Cost Proposals for an organization that had fallen behind, bringing in a higher rate.
- Assisted organization at the end of a capital campaign with systems and reporting to meet federal compliance requirements.
- Developed budgeting a cash flow forecasting tools and trained staff how to update and leverage them.
- Developed reporting and estimating and planning tools for a startup construction company.
- Developed financial reporting package and collections process for management/ investors overseeing multiple commercial properties.
- As Director of Finance at NAYA, developed FY2016 budget of \$10M and FY2017 of \$11M, based on roughly 200 grants and contracts, in the context of leadership transition.
- Implemented structural changes to the accounting platform, as well as improved systems and procedures for hiring, grant, and contract management and compliance.
- Cleaned up accounting to better reflect restricted, unrestricted, and capital funds as well as to better reflect departmental revenue and expense activity.
- Restructured debt and co-developed a cashflow tool to improve cash flow management.
- Oversaw reporting and compliance and updated proformas for multiple low-income housing assets.
- Secured \$170K in capacity building and technical assistance funds to support re-establishing volunteer program, improve asset management, and improve contract compliance.
- As CFO of 211info, reduced organizational debt from \$135K to zero in seven months.
- As COO of World Pulse, managed and coached the Leadership Team of four Directors for cohesive alignment between departments as well as individual professional development.
- Stabilized and grew organization by four-fold.
- Revised human resource manual, developed forms and procedures, and enhanced benefits to align with organizational practices and values.
- Developed a business plan for a tiered membership model to create a more sustainable stream of revenue.

Education and Certifications

- Bachelor of Arts in Political Science, Reed College
- MBA in Finance and Sustainability, University of Portland