EDUCATION

2003-2004	KENNEDY SCHOOL OF GOVERNMENT, HARVARD Masters in Public Administration (Mid-Career Program)	Cambridge, MA
1997-1999	COLUMBIA BUSINESS SCHOOL MBA, Finance and International Business Beta Gamma Sigma Honors Society	New York, NY
1988-1992	OXFORD UNIVERSITY BA (Hons) Classics	Oxford, England
WORK EXPERI	ENCE	
2004-Present	 HARVARD UNIVERSITY Cambridge, MA Director, Office of Treasury Management (promoted from Deputy Director in 2007) Direct report to the University CFO, and member of the senior financial leadership team of the University; involved in setting and implementing institutional strategic financial plans Responsible for the debt and cash management activities of the University, including oversight of the \$5.7bn debt portfolio and funding the University's \$4.3bn operating budget Responsible for monitoring and forecasting University cash flow / liquidity and investing the working capital assets of the University; key liaison with Harvard Management Company (endowment manager) for institution-wide financial risk and liquidity planning Responsible for managing the University's overall relationships with rating agencies, investment banks and state regulatory / issuing authorities Frequent presenter and attendee at Board level meetings, including the Harvard Corporation and the University's Finance Committee Additional University responsibilities include: Chair, Project Review Committee – oversight body for enterprise-wide IT projects Capital Project Review Committee member – oversight body that reviews and makes approval recommendations for major capital projects 	
2001-2003	 BEAR STEARNS Vice President, Investment Banking, Financial Institutions Group (promo December 2002) Advised a range of financial institutions on mergers and acquisitions Acted as Staffer for the Financial Institutions Group (FIG), overseein analysts and associates in FIG 	and capital-raising activity
1999-2001	 DONALDSON LUFKIN & JENRETTE Associate, Investment Banking, Financial Institutions Group Worked with a range of clients across all the financial services sector banks, asset managers and consumer lending companies 	New York, NY
1993-1997	 KPMG PEAT MARWICK Assistant Manager, Audit, Financial Business Unit Conducted audits of major investment and retail banking groups Passed all required Chartered Accountant examinations at first attemption 	London, England
ADDITIONAL IN		
	 US permanent resident Program Committee co-Chair for the Treasury Institute of Higher Ed national higher education industry group 	ucation, the leading