

**PABLO SIMON, CPA, CIA**

15624 SW 57th Lane, Miami, Florida 33193. (305) 387-1016 Res. 284-4715 Off. psimon@miami.edu

**BACKGROUND SUMMARY**

Results motivated professional successful in various business and institutional environments. Unique ability to blend knowledge of accounting and finance with proven leadership and decision-making skills. Exceptionally skilled at applying broad conceptual and working knowledge to specialized accounting and financial functions. Experience in various computer software products including Excel, Word, Access and various educational data processing systems for both mainframe and microcomputer environments

**EDUCATION**

Master of Professional Accounting, GPA 3.67, University of Miami, Coral Gables, Florida, December 1992.

Master of Science in Management, GPA 3.44, Florida International University, Miami, Florida, 1981.

Bachelor of Arts in Accounting and Business Administration, GPA 3.92, Summa Cum Laude, Inter American University, San Juan, Puerto Rico, 1979.

Master of Arts in History, University of Miami, Coral Gables, Florida, December 2005.

Obtained a major in Latin American Studies in May 1997 and a minor in Portuguese in 2002 both from the University of Miami. In addition, I completed twenty-four credit hours in Education courses.

**PROFESSIONAL EXPERIENCE**

University of Miami, Coral Gables, Florida

**Program Director for Fiscal Management**

Office of Financial Assistance Services

1987-Present

Primary responsibilities include coordination and completion of government reports, implementation and maintenance of internal controls and reconciliation of all financial aid expenditures between the University's general ledger, student accounts and the financial aid subsystem. In-depth experience with federal and state funding agency regulations. Serve as liaison and coordinator with independent auditors during the annual audit of Federal and State grants.

Responsibilities also include the supervision of various staff and student assistants, the preparation and review of procedures manuals within areas of supervision, and the preparation of multiple computerized reports to administer annual institutional budgets in excess of \$60,000,000 as well as federal and state grants of over \$15,000,000 and \$9,000,000 respectively. The federal and state grants administration also requires compliance with federal and state regulations. Experience in accounting systems development for mainframe computer systems in coordination with other departments.

**Senior Auditor**

Internal Audit Department

1985-1987

Responsible for financial and operational audits of the University's Coral Gables Campus. Duties included preparation of audit programs, coordination with auditees, audit fieldwork, supervision of staff auditors, analysis of internal controls, preparation of reports, and coordination with external auditors to assist them in the annual financial audit of the University.

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AmeriFirst Federal Bank, Miami, Florida

**In-Charge Auditor**

Internal Audit Department 1984-1985

Responsible for financial and operational audits of a complex nature including recommendations and compliance with proper internal controls. Duties included audit reviews, supervision of staff auditors, development of audit programs, preparation of findings and audit reports and coordination of audit work with external auditors.

Sanson, Kline, Jacomino and Co., CPA's, Miami, Florida 1983

**Senior Auditor**

Responsible for assignments, including audits, reviews, compilation and tax return preparation. Scope of audits included manufacturing, government and real state.

Antonio Mari Nacer, CPA's, San Juan, Puerto Rico 1982-1983

**Senior Auditor**

Responsible for various assignments such as audits, reviews, compilation and tax return preparation. Scope of audits included manufacturing, retailing and real estate

Arthur Andersen and Co., CPA's, Miami, Florida 1981-1982

**Tax Staff Accountant**

Responsibilities included tax research services to clients engaged in different activities such as banks, tourism and real estate.

**ADULT EDUCATION EXPERIENCE**

University of Miami, Department of Accounting,  
Adjunct Professor of Accounting, since 2002.

Miami-Dade College, Department of Business Administration  
Adjunct Professor of Accounting, since 2003.

University of Phoenix Online, Adjunct Professor of Accounting, since 2004.

Devry/Keller University, Adjunct Professor of Accounting, since 2005.

Florida Memorial College, Evening/Weekend Division  
Adjunct Professor of Business and Accounting, 1986-1995.

Dade County Public Schools, Adjunct professor of English for Non-Native Speakers, 1988 through 2005. Also taught Mathematics for two terms.

**PROFESSIONAL SOCIETIES**

American Institute of Certified Public Accountants

**PROFESSIONAL CERTIFICATIONS**

Certified Public Accountant (CPA)  
Certified Internal Auditor (CIA)  
Certified Internal Control Auditor (CICA)  
Florida Teacher Certification in Mathematics

**PERSONAL INFORMATION**

Fluent in English, Spanish, and Portuguese.

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