



MICHAEL MEDINA

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EXECUTIVE SUMMARY

EXCELLENCE | LEADERSHIP | INTEGRITY

A proven performer with expertise in banking, real estate, business, and government contracting.

AREAS OF EXPERTISE

- | | | |
|-----------------------|------------------------|---------------------------|
| ▪ Strategic Planning | ▪ Business Development | ▪ Contracts Negotiations |
| ▪ Business Management | ▪ Local Real Estate | ▪ County Finance / Budget |
| ▪ Business Operations | ▪ Project Management | ▪ Government Contracting |
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PROFESSIONAL EXPERIENCE

IST RESEARCH, LLC – FREDERICKSBURG, VA

2015 - Present

DIRECTOR OF PROGRAM MANAGEMENT

Manage the contractual and programmatic requirements, dollars, and manpower for over \$6,000,000 a year of Government and Commercial contracting.

RPI GROUP, INC. – FREDERICKSBURG, VA

2013 - 2015

OPERATIONS MANAGER

Oversaw company's day to day operations to include HR, IT, contracts, and project management.

- Managed contractual, accounting, legal, and financial functions of the company.
- Worked with government contractors to team using non-disclosure agreements, teaming agreements, and subcontracts.
- Developed pricing strategies for proposals.
- Advised owner on overall financial picture of the company to help make long term decisions.
- Oversaw all of the company's daily facilities operations.
- Designed and implemented company's benefits package and employee handbook to follow new health regulations and requirements.
- Created the company's IT infrastructure to include Wireless Access Point, Local Area Network (LAN), and telephone system.
- Supported all IT related needs in the company to include computer and mobile phone support.

IST RESEARCH, LLC – FREDERICKSBURG, VA

2008 - 2013

CHIEF FINANCIAL OFFICER (2010-2013)

Managed over \$2,500,000 in revenue and seven government contracts for various large prime contractors and a federally funded research and development center with personnel in five states and two different countries.

- Managed contractual, accounting, legal, and financial functions of the company.
- Worked with large government contractors to team using non-disclosure agreements, teaming agreements, and subcontracts.
- Developed successful pricing strategies for company that led to company's first prime contract with the Defense Advanced Research Projects Agency (DARPA).
- Established company line of credit to enable further company growth.
- Streamlined the company's accounting practices to better track profit and loss.

CONTINUED ...

- Implemented company's Employee Equity Incentive program.

DIRECTOR OF OPERATIONS (2008-2010)

Oversaw the functions of HR, accounting, contracts, IT, facilities, and business development while establishing company's presence in government contracting.

- Developed successful relationships with local and national government contractors.
- Created company's budget template for different project lines.
- Located new office space for company in Spotsylvania County.
- Helped grow company revenues from \$300,000 to over \$2,000,000.
- Oversaw all of the company's daily operations.
- Designed company's benefits package and employee handbook.

TRICORD COMPANIES – FREDERICKSBURG, VA

2006 – 2008

STRATEGIC PLANNING ANALYST

- Worked with Spotsylvania County to list company's properties on Spotsylvania.org.
- Managed the submission of several Financial Impact Analysis reports for potential projects.
- Developed tax incremental financing plans for real estate projects.
- Analyzed the local commercial and residential real estate to better price the company's current and future holdings and projects.
- Oversaw the calculation and development of planned issuance of Community Development Authority bonds for Summit Crossing.
- Completed market studies of current projects to maximize profitability for all residential projects.

WACHOVIA BANK – FREDERICKSBURG, VA

2005 – 2006

FINANCIAL SPECIALIST

- Developed new deposit accounts and loan business for the bank.
- Conducted training sessions for teller line to identify potential new clients.
- Met sales and customer satisfaction goals by providing excellent customer service, referrals and retention of account relationships.

DELAWARE VALLEY FINANCIAL GROUP – KING OF PRUSSIA, PA

2004

FINANCIAL ADVISOR

- Created exit strategies and estate plans for small business owners and individuals.
- Designed in depth financial plans for individuals.
- Implemented group plans such as 401(k) plans and group health plans.
- Presented financial products on a needs based strategy including annuities, mutual funds, and life insurance.

SEI INVESTMENTS – OAKS, PA

2000 – 2004

NETWORK ENGINEER/PRODUCT SPECIALIST

- Designed hardware infrastructure for internet based products utilizing tiered architecture for maximum security.
- Facilitated the move of over 200 servers to a new data center including over 15 different internet based financial products.
- Supervised the testing of company's disaster recovery plan with IBM for complete data center replication.
- Oversaw development team for an online trust system that is used across the banking industry.

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Chairman of Spotsylvania Board of Building Codes Appeals – Spotsylvania, VA
Past Treasurer and Board Member of Fredericksburg Wesleyan Church – Spotsylvania, VA
Served on Citizen’s Budget Review Committee – Spotsylvania, VA
Served on Bethany Christian Services Advisory Board – Fredericksburg, VA
Financial Peace University Facilitator – Spotsylvania, VA

EDUCATION AND TRAINING

BACHELOR OF SCIENCE – COMPUTER ENGINEERING (2000)
Georgia Institute of Technology – Atlanta, GA

Dave Ramsey’s Entreleadership Graduate (2009)
Cancun, Mexico

CLEARANCE

ACTIVE TOP SECRET CLEARANCE