

RICHARD A. DIVERSI

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QUALIFICATION HIGHLIGHTS

Dedicated, self-motivated, and pro-active business professional. Experience working with non-profits, State agencies, Fortune 500 companies and private businesses. Thrive in time-sensitive, deadline-driven environments. Extremely organized and detail-oriented. Strengths include:

- Business acumen
 - Relationship building
 - Written and oral communication skills
 - Innovative thinking
 - Project and program management
 - Analytical skills
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PROFESSIONAL EXPERIENCE

Maine Housing Authority, Augusta, ME

2015 - Present

Financial Officer – Homeless Initiatives Department

Administer, manage, and develop program and financial operations for 3 statewide Federal (HUD) and Maine homeless initiatives programs that provide support to Maine individuals and families who are homeless.

- Manage an annual budget of \$8.1M in Federal and State grant funding.
- Oversee program expenditures, allocation and disbursement of grant funds.
- Conduct financial monitoring and compliance audits of program recipients.
- Prepare all financial reporting to federal and state agencies.
- Responsible for initiating and managing department client database and financial tracking.
- Provide training, technical assistance, and direction of federal regulations and procedures to external providers

The Bank of Maine, Gardiner, ME

2014 - 2015

Credit Analyst II

Responsible for the analysis and underwriting of financial statements, evaluations, and relationship review of commercial businesses to formulate conclusions and assignment of risk through sound judgement and decision making.

- Prepared loan proposals and problem loan evaluations.
- Ensured commercial lending policies, procedures, documentation and records are in accordance with bank, state and federal regulations.
- Calculated and evaluated financial lending ratios and spreading of business statements.
- Conducted analysis of business and personal financial statements.
- Certified Credit Risk Analyst by RMAU.

State Street Corporation, Boston, MA

2007 – 2014

Portfolio Accounting Analyst

Managed and assisted in financial transactions for operational and client service teams by performing daily maintenance of accounting books and records of assigned regulated investments.

- Monitored and oversaw the performance of international fund operations for client financial reporting.
- Researched and provided analysis on client reports and procedures.
- Facilitated timely problem resolutions by reviewing and validating all daily activity in an accurate and timely manner, maintaining all required controls to ensure overall accuracy and operations to ensure seamless processing according to the fund's policies.

Putnam Investments, Boston, MA

2001 – 2007

Mutual Fund Accountant

Responsible for the administration and analysis of investment portfolios and general ledger accounts for International Mutual Funds with over \$2 billion in assets.

- Reconciled and monitored fund equity positions, market values, cash balances, security trades and transactions.
- Performed daily processes accurately and in accordance with defined time frames and client requirements.
- Prepared monthly and quarterly reports for internal departments and external clients.
- Supported research and resolution processes on mutual fund transactions to resolve discrepancies.
- Provided information needed to prepare financial statements and reports in an accurate and timely manner.
- Responsible in calculating and recording Net Asset Values for allocated mutual funds.

Maine International Trade Center, Portland, ME
Technical Assistant Intern

2000 – 2001

Provided technical assistance and consultation to domestic and international businesses for the expansion into global markets.

- Aided Maine companies in developing strategies for international business.
- Assisted in developing trade related programs, providing information on international market opportunities.
- Worked directly with the Department of Commerce, U.S. Customs, and State/Federal Government Agencies assuring compliance and adhering to regulations.
- Prepared a state preliminary study for Maine business opportunities within the Mexican marketplace.
- Built strong relationships with local, state, and federal government agencies to help assist Maine companies seeking new markets and international business opportunities for their products or services.
- Prepared a preliminary market study, approved by the Governor of Maine, of business opportunities for an international trade mission to Mexico.

J. Brown Agency/LMC Group, Stamford, CT
Promotional Events Manager

1995 – 1998

Managed and implemented onsite national marketing campaigns for several Fortune 500 companies.

- Increased public awareness and sales for the launch of new products in major consumer markets through direct interaction with 1000's of consumers. Informed and educated public consumers through sampling, product knowledge, displays and correspondence.
- Organized and managed marketing events that included hiring and training, set-up, and inventory control for major trade shows throughout the U.S.
- Collected, analyzed, and executed market research used by senior management in developing marketing strategies and forecasting results.
- Managed a promotional sales team of 12 for a multi-million dollar marketing campaign increasing brand recognition and loyalty to drive sales.
- Executed marketing campaigns aligned with brand strategy for launching new products in key consumer markets developing strong customer relationships, increasing sales, and building brand recognition.
- Excellent product marketing skills including the ability to provide business and competitive analysis including evaluating a variety of market research techniques to gather information.

COMMUNITY INVOLVEMENT

Gardiner Rotary Club (Rotary International). Gardiner ME

2011 – Present

- Former President (2014/15). Gardiner Maine Club consisting of 28 active members. Executed and managed fund raising events for development and assistance within the community.

Volunteer, Gardiner Main Street. Gardiner ME

2012 – 2016

- Contributed in the economic restructuring, development, and revitalization of downtown Gardiner's economic base by provided analysis of the economic conditions to help attract interest from businesses for relocation or expansion into the area.

Development Committee/Volunteer, Johnson Hall Performing Arts Center. Gardiner, ME

2013 – Present

- Assisted in developing growth strategies and evaluating opportunities for the redevelopment and expansion of a public performing arts center through fund raising, community involvement and events selection.

Volunteer Instructor, Junior Achievement of Maine

2015 - Present

- Responsible in teaching and educating students in grades K-5 about entrepreneurship, work readiness and financial literacy through experiential, hands-on programs empowering young people to own their economic success.

EDUCATION

MBA

Husson University Bangor, ME
3.8 GPA • Summa Cum Laude • Sigma Beta
Delta Honor Society

B.S. Business Administration

University of Maine Orono, ME
Financial Management • Deans List