



Cintya G. Ramos

Chief of Staff - Finance, Administration & Operations Professional

Experienced leader with history of aligning cross-functional teams to ensure seamless day-to-day operations, driving key initiatives, and implementing strategic vision. Articulate internal and external liaison, facilitating communication and collaboration to build diverse relationships and partnerships. Strategic and analytical, continually identifying and seizing improvement opportunities. Excel at inspiring and retaining staff, and cultivating a high performance team. Strong financial acumen. Proven track record for project completion.

Experience

Administration & Operations Management

Executive Chief of Staff (May 2023 - Present) - Gainesville, FL

- Collaborate with City Manager, Leadership Team, and staff to implement projects and initiatives aligned with the strategic plan and support day-to-day operations.
- Develop and build on relationships with all employees for increased efficiency and responsiveness of existing operations, and help define new operational strategies by working with City Manager and other executives on special projects
- Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications

Special Advisor to the City Manager (January 2022 - May 2023) - Gainesville, FL

- Oversee the City's \$32.4 million American Rescue Plan Act Program, ensuring project delivery within deadlines and maintaining transparent financial reporting.

Financial Services and Reporting

Finance Director (July 2020 - January 2022) - Gainesville, FL

- Managed general government financial activities encompassing accounting, budget development, treasury, purchasing, pension, and investment administration, while supporting the implementation of a new ERP system.
- Achieved increased financial transparency by implementing quarterly reporting for budget experience, investments, and fuel hedging programs.

Financial Services Director (November 2017 - July 2020) - Hollywood, FL

- Coordinated financial activities of the City, including budget development, debt and treasury management, revenue forecasting, billing, collection, and financial statement preparation.
- Successfully obtained a referendum approval for a General Obligation Bond of \$165 million, contributing to the improvement of public safety facilities, technology and equipment, parks, open spaces, recreational and cultural facilities, and neighborhood infrastructure.
- Played a pivotal role in the implementation of financial modules within a new ERP system and updated the City's General Fund Balance policy to enhance reserve strength.

Budget Development, Administration and Monitoring

Budget Director (November 2016 - August 2017) - City of Miami Beach, FL

- Managed the City's \$605 million operating budget, and the \$1.7 billion 5-year capital budget and program. Provided oversight for the Audit and Grants divisions, ensuring compliance and optimal performance. Notably, implemented staff development and training initiatives to enhance budget development practices.

Deputy Commerce Director (January 2016 - May 2016) - City of Philadelphia, PA

- Managed the department's \$97.3 million operating budget while overseeing administrative functions such as contract and program monitoring, and implementing policies for accounting, purchasing, payroll, and information technology services.

Deputy Budget Director, Budget & Program Evaluation (February 2015 - January 2016) - City of Philadelphia, PA

- Spearheaded the City's Annual Five-Year Financial and Strategic Plan, overseeing the budget hearing process and evaluating citywide performance data to drive informed decision-making.

Assistant Budget Director, Budget & Program Evaluation (November 2011 - January 2015) - City of Philadelphia, PA

- Supported the preparation of the Five-Year Financial and Strategic Plan, as well as the city-wide budget process by gathering essential information needed for budget hearings and compiling reports for presentation to City Council and key officials.
- Tracked and monitored leave usage and performance measures data for the Quarterly City Managers Report.

Capital Budget & Program Analyst/Budget Coordinator (November 2010 - November 2011) - City of Philadelphia, PA

- Managed capital budgets and financial transactions for 12 City Departments with a total budget of approximately \$1.5 billion. Analyzed departmental capital budget requests to ensure compliance with fiscal policies, capital programs, departmental functions, and historical trends. Made recommendations for modifications based on current policies and fiscal impact.

Contact

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Gainesville, FL

Education

M.B.A

Villanova University
Villanova, PA

B.S. in Economics

University of Pennsylvania
Wharton School of Business
Philadelphia, PA

Certified Public Pension Trustee
FPPTA | 2019

Expertise

- Leadership and consensus building
- Critical thinking and complex problem solving
- Teamwork and cross-functional collaboration
- Adaptability and accountability
- Polished communication and presentation delivery
- Continuous process and efficiency improvements
- Strategy development and execution
- Budget development, execution, and monitoring
- Financial planning, forecasting, and reporting

Languages

- English
- Spanish