

Alberto Oliverii

[REDACTED]  
[REDACTED]

PRAIRIE CROSSING CHARTER SCHOOL

Attn: Parent Elected Election Committee

Grayslake, IL 60030

**Letter of Intent**

Dear Election Committee,

I am writing this to you to emphasize my intent on joining the PCCS Parent-elected Board. I have recently become a member of the PCCS Finance Board, and would like to extend my time and efforts onto the overall board. I believe my interpersonal skills, my enthusiasm, my extensive work with financial budgets and capital projects, my experience dealing with people in a variety of circumstances, my calm demeanor and my ability to look at things objectively all make me an asset to the school board. My Daughter also happens to be in Mr. Smith's first grade class, so I intend on being an active participant in the schools affairs for a long while. I really believe in the core values of PCCS, especially the emphasis on the environmental awareness and the college-like campus approach for elementary students. I believe the school is trending down a successful road, and would like to support those efforts in any way that I can.

I believe there are some areas at the top of the elementary ladder where some additional resources could be of value to all students, including STEM education. The STEM program will enhance the overall Science and Mathematics of PCCS and broaden our children's education with hands on applications based on scientific and mathematic principles. Moreover, I am excited about the language offering from a young age at PCCS and believe extending this program to offering more than one language could be of benefit. I am a strong believer in giving back to the community, as such I believe that getting the children more involved in volunteer opportunities would be of benefit to the community – maybe donating some of the foods to a local food bank could be arranged? Maybe hosting local retired neighbors for a lunch in the barn? Lastly, I believe music to be of great value in the lives of children and their development and any way where more of a music offering could be added I believe would help all students. In short, although I am very happy with the direction of PCCS I believe the future can be even brighter with a few tweaks in the overall educational offerings. I am very excited in starting to help on the Finance Committee, and thank you for your consideration of my becoming a member of the overall PCCS School Board.

Sincerely Yours,  
Alberto Oliverii, MBA  
SFA, Baxter International

[REDACTED]  
[REDACTED]

 10/8/15

# Alberto Oliverii, MBA

## Professional Experience

**Senior Financial Analyst** MAY 2015 – PRESENT

**Baxter Corporation, Round Lake, IL**

- Consolidated Global P&L for all Global Regions.
- Support of Global inventory.
- Responsible for providing MOR executive deck every month for presentation to VP of Manufacturing.

**Senior Financial Analyst** JAN 2013 – MAY 2015

**USG Corporation, Chicago, IL**

- Assisted in the strategy development process by providing analytical and decision support in the form of competitive, industry, market, macroeconomic, and financial analysis
- Prepared analyses of industry conditions and competitive environment
- Played a key role in the capital authority proposal and approval process through the development of the business case and financial analysis of large, strategic capital projects and the review of the financial analysis of plant generated capital authority proposals greater than \$300 M
- Participated in the development of the financial analysis and business case required to support large, strategic capital projects greater than \$15,000 M that are presented to the BOD
- Participated in the monthly close process reporting SG&A for Corporate and Plant departments
- Assisted department heads in monthly forecasting and annual planning
- Provided decision and analytical support and financial analysis to executive management, marketing, sales, and domestic and international manufacturing management to support the development and implementation of long and short range strategy and business plans
- Participated in the evaluation of the business case and prepare the financial valuation of acquisitions and mergers/strategic partner candidates and new business opportunities
- Supported and aided the development of the business plans of the various operating units by providing analytical and financial analysis as necessary
- Participant on Lean Six Sigma Team for USG Division inventory project as Finance Expert

**General Manager** MAR 2010 – DEC 2012

**Ristorante Abruzzo, Deerfield, IL**

- Provide detailed financials to Accounting Partner on a quarterly basis, along with weekly payroll duties as well as Annual Reporting
- Manage all Marketing, Reporting and Inventory Analysis
- Responsible for Daily Operations managing a Team of 20+ Employees

**Senior Financial Analyst** JUL 2007 – FEB 2010

**The Chamberlain Group, Elmhurst, IL**

- Undertook a deep analysis of the Returns and Warranty process which helped save the company thousands of dollars in terms of Warranty Accrual and RGA tracking
- Coordinated all North American Operation Garage Door Opener and Wireless full P&L Statements, including Monthly/ Quarterly Forecast compellation processes and similar season Plan activities
- Worked with product line managers and manufacturing to compile and forecast Average Cost in forecast compellation processes and similar season Plan activities, gaining an understanding of risks and opportunities associated with those COGS
- Analyzed and communicated variance drivers associated with forecast and similar season plan activities
- Worked with Sales and Marketing Managers to ensure monthly executive reporting accuracy
- Helped to develop a more accurate Accessory Sales forecasting method commensurate with Finished good sales forecasting approach versus percentage of sales approach which increased the forecasting accuracy
- Provide metric analysis and evaluate overall profitability of various promotional and allowance programs, helping to develop models with product managers to forecast future results
- Developed and maintained interactive monthly, quarterly and annual Planning files which enabled instant P&L visibility to managerial decision-making
- Worked closely with the Nogales Manufacturing facility to understand manufacturing results and variances
- Helped evaluate capital requests, lease versus buy opportunities and similar support projects
- Managed monthly Sales General & Administrative Expenses reporting and analysis for the company
- Reported monthly freight expenses with analysis to Senior VP of Finance

- Generated quarterly freight accrual analysis to determine appropriate level of reserves
- Reported department spending variances on a monthly basis for all North American departments
- Helped maintain controls on SAP spending with respect to the impending SAP implementation
- Uploaded and maintained expense allocations files which spread fixed and variable departmental expenses to different parts of the business

#### **Inventory Analyst, Operations** AUG 2006 – JUL 2007

##### **Cardinal Health, Waukegan, IL**

- Managed and reported DEPO (distribution economic performance objective) program, tying sales representatives compensation to the customer specific inventory stocked for their customer which helped move inventory and saved the company thousands of dollars in inventory
- Managed and assisted Excess No Move Field Team with At Risk Inventory Tool, including tool changes, training, user-guide and daily inventory questions (20M total inventory on given day)
- Created MBO (Managerial Business Objective) for Lab Marketing Team and Supplier Relations Management Team, holding those teams responsible for their inventory via monthly scoreboard tracking
- Presented quarterly progress of MBO to Lab Marketing Team, Supply Relations Management Team and the VP, Marketing/ Lab General Manager for Scientific Products at Lab Marketing Staff meetings
- Managed Financial Reserve process, including consolidating and considering quarterly reserve exclusions, with ultimate reporting to finance to set up reserve (3.5M per quarter)
- Participated on Six Sigma project redeploying low unit measure inventory as subject matter expert
- Managed all financial reporting for Excess No Move Team, reporting by business unit and presidential region in both straight data and graphical formats

#### **Financial Development Program** FEB 2005 – AUG 2006

##### **Cardinal Health, Waukegan, IL**

- Worked one rotation in Custom Sterile Manufacturing (August '05 to August '06) and a second in GO Medical Products and Services Finance (February '05 to August '05)
- Created new Business Objects Query for financial tracking of 4 Manufacturing Plants, including general ledger accounts, cost centers and profit and loss accounts
- Collected vendor return aging items which saved the company thousands in losses
- Administered Sarbanes-Oxley Compliance testing to ensure proper financial procedures are adhered to
- Participated in two Six Sigma projects as financial expert, with combined savings of \$100K in labeling and receiving processes, by developing cost savings and modifying based on findings throughout the process
- Reported plant manufacturing variances and OCOS on a monthly basis
- Prepared and uploaded general month-end close journal entries
- Managed monthly operating expenses for manufacturing plant P&L
- Worked with the field finance teams to help them understand their P&L
- Performed analysis between capital spending activity (actual spending) to budget (plan dollars)
- Responsible for 6-Square and 9-Square financial reporting for Medical Products and Services, Finance, which was published in monthly versions of CAH Blue Book and evaluated by CAH Board of Directors

#### **Account Executive** AUG 2001 to FEB 2004

##### **David A. Noyes & Company, Chicago, IL**

#### **Educational Background**

##### **Lake Forest Graduate School of Management: MBA JUN 2006**

- Finance and Marketing Focus Cumulative GPA: 3.40/ 4.0

##### **DePaul University, Chicago IL: Bachelor of Science JUN 2001**

- Major in Finance, Minor Italian Cumulative GPA: 3.45/ 4.0

#### **Technical Skills**

Excel: Advanced level	Access: Intermediate level	Business Objects: Intermediate level
Microsoft Office: Advanced level	SAP: Intermediate level	PRMS: Advanced
AIMS: Beginner Level	Hyperion: Advanced level	Outlook Soft: Intermediate level
BPCS: Advanced	XL Cubed: Advanced	HFM: Intermediate level

#### **Additional Skills & Accomplishments**

Fluent in conversational Italian, highly proficient in written and reading Italian

Proficient in conversational Spanish

Chairperson of 2012-2014 Golf Outing to fight Autism

Successfully completed Chicago Lakefront 50K, and regularly participate in organized runs

PRAIRIE CROSSING CHARTER SCHOOL

Attn: Parent Elected Election Committee

1531 Jones Point Rd.

Grayslake, IL 60030

**Letter of Recommendation**

To whom it may concern,

I am writing you this letter to recommend Alberto Oliverii for the position of the PCCS School Board. I have known Alberto for all his life, as I am his cousin and God Father. Alberto has worked for me on and off for many years, and has always demonstrated a strong leadership quality. He is very good at multi-tasking, which is demonstrated by the time he puts into the restaurants from behind the scenes even though he is working full time at Baxter, spending time with his Family and volunteering at his Church. I know how much Alberto loves his Family, and how much he loves his Daughter. He is a Family man and is always interested in the well-being of not only his Family, but in the lives of others, as demonstrated by his desire to reach out at his Church and in other affairs. He led our Golf Tournament benefiting Autism for three years in a row, and did a fantastic job bringing his energy and positive attitude into making the event a great success. Each of the three years we grew in size both with participants and amount raised towards the cause. Alberto is also very good at what he does in the world of Corporate Finance, as is demonstrated by the number of roles he has served in as well as the type of world class companies he has supported. In short, I believe Alberto to be a very strong candidate for the role of PCCS School Board member. Please feel free to contact with any further questions or concerns regarding Alberto for this position.

Tom Quaranta  
Owner, Ristorante Abruzzo

  


Michael Coglianese  
[REDACTED]  
[REDACTED]

October 8, 2015

PRAIRIE CROSSING CHARTER SCHOOL  
Attn: Parent Elected Election Committee  
1531 Jones Point Rd.  
Grayslake, IL 60030

To the Parent Elected Election Committee:

My name is Michael Coglianese and I have known Alberto Oliverii for nearly three years. I worked with Alberto in the Corporate Financial Planning & Analysis Group at USG Corporation in Chicago for just over two years.

I am writing to recommend Alberto for a position on the Parent Elected Board Committee for PCCS. I have worked with and interacted with many people over my career and Alberto is someone who clearly stood out to me as someone with incredible qualities both in the workplace and at home with his family and friends. During his time spent at USG, Alberto was known for his strong work ethic, teamwork mentality, intelligence and his incredibly positive attitude. Alberto displayed strong leadership and tremendous financial analysis knowledge on a number of our Company's key strategic projects. He consistently dedicated his time and effort in ensuring accuracy and due diligence in his analysis and always meeting deadlines. His track record for completing important projects on time and correctly has been tremendous. Most importantly, Alberto developed numerous friendships and relationships here at USG based on his ability to interact with others in a positive way.

In addition to Alberto's work success, he is known as a dedicated father and husband to his daughter and wife. You get a good understanding of the type of person Alberto is when you hear him talk about his wife and daughter and the importance of his daughter's education. Alberto is also fully dedicated to his church with his continuous involvement in church related activities, charity and volunteer work.

In summation, due to his tremendous attitude, work ethic and being a person 100% committed to their family and church, I strongly recommend Alberto for the Parent Elected Board Committee for PCCS. I can guarantee that Alberto is the right person for this position and will be an invaluable asset to the Board.

Please do not hesitate to contact me if I can be of further assistance. I can be reached at [REDACTED] or at [REDACTED].

Sincerely,



Michael Coglianese

PRAIRIE CROSSING CHARTER SCHOOL

Attn: Parent Elected Election Committee

1531 Jones Point Rd.

Grayslake, IL 60030

### Letter of Recommendation

Dear Election Committee,

I am writing this letter to strongly recommend Alberto Oliverii for your School Board. I know Alberto, as his manager, through working at Baxter Healthcare. During our time together at Baxter, Alberto has demonstrated a good work ethic and interpersonal skills. We outlined a scope of work to be completed, and he successfully completed that work in the time required. He put in extra hours as necessary in order to meet specific deadlines that I set. Alberto has taken the lead on many department / company initiatives and is highly respected amongst his peers. It is my opinion that Alberto is a hard-working, dedicated, and trustworthy person who works well with others. He listens carefully, asks appropriate questions, and works through proper channels to resolve issues. His knowledge of policy making, planning, reporting, budgeting and working with capital projects makes him an ideal candidate for a School Board role.

Outside of work, Alberto has a passion for his family, church and serving others. He is actively involved in his daughter's school as witnessed by his volunteer role on the Finance committee for Prairie Crossing Charter School. Alberto is passionate and committed to providing value no matter what he does.

These are just a few examples that speak to Alberto's character and qualification. I believe Alberto to be an ethical and trustworthy person who will be a strong addition to your team, and for these reasons I offer this letter of support for Alberto Oliverii as a member of your School board.

Sincerely,  
Michael R. Kolle, MBA  
Finance Manager

A handwritten signature in black ink that reads "Michael R. Kolle". The signature is written in a cursive style with a long horizontal flourish at the end.