

PAUL JOSEPH TORTORICI

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PROFILE

Public sector and private industry professional with 5+ years of diverse management, financial analysis, information technology, and complex natural disaster experience. Proven strengths in:

- Project Management
- Strategic Planning
- IT Implementation
- Emergency Management
- Ad Hoc Financial Reporting
- Collaborative Teambuilding

CONSULTING & PROFESSIONAL EXPERIENCE

HAGERTY CONSULTING, INC.

January 2010 – Present

Independent Consultant

- Special Community Disaster Loan (SCDL) Cancellation Program: *New Orleans, LA & Washington, DC*
 - Key Financial Analyst who reported and tracked \$1.3 Billion dollars of eligible SCDL's to the Public Assistance Branch Chief Director at FEMA Headquarters in Washington, DC
 - Analyzed audited financial statements of eleven municipalities to determine eligibility for the Special Community Disaster Loan Cancellation Program to include determining profitability, revenue loss, regression analysis, and capital outlays
 - Met with applicants to discuss SCDL requirements for cancellations, insurance reimbursements, request supporting documentation, unreimbursed disaster related expenses and discuss any additional information needed to determine eligibility
 - Spearheaded the tracking databases and electronic filing systems for both Louisiana and Mississippi SCDL's; being utilized in Washington, DC to report to Senators and Congressional Affairs
 - Prepared Ad Hoc financial reports for Branch Chief Director at FEMA Headquarters
 - Drafted and composed Official (Full, Partial, and Non-Cancellation Financial Findings) FEMA Determination Letters for 98 eligible SCDL Applicants
- National Disaster Housing Task Force (NDHTF) Practitioner's Guide: *Washington, DC*
 - Drafted sections of the Practitioner's Guide and coordinated assembly of the Guide, along with the Annexes from the National Disaster Housing Strategy Resource Center
 - NDHTF Practitioner's Guide provides state and local governments with an understanding of the range of Federal programs available to support disaster housing operations, guidance on which programs should be accessed in what sequence during which scenarios, and guidance on how to execute each state of the housing continuum
 - Governmental Proposal, Standard Operating Procedure and Quality Control Plan writing for Department of Defense and Department of Homeland Security

Project Specialist / Emergency Management Consultant

July – August 2009

- Financial Analyst, to support the reimbursement for severe flooding in the State of Minnesota.
- Provided FEMA Public Assistance expertise and oversaw the financial tracking of approximately \$1 million of eligible damages, to the hardest hit county in North West Minnesota.
- Collected and compiled disaster related claims totaling \$100,000 for infrastructure damages in Kittson County, Minnesota.

MALLEY & FRANEY FINANCIAL GROUP.

December 2010 – January 2011

Independent Consultant

- ProSystem *fx* Scan Suite Package Implementation: Individual and Business source tax documents are scanned, automatically sorted and converted into one comprehensive PDF – organized, bookmarked and ready to seamlessly flow into a tax return

- Worked with in-house IT staff implementing a software package suite including ProSystem *fx* Tax & ProSystem *fx* Scan to increase firm effectiveness and efficiency
- Successfully executed the ability to auto-fill tax forms, along with the capability of the firm going paperless within the next fiscal year
- Developed a detailed “ProSystem *fx* Scan Application Process” document that the firm could handout to employees utilizing the Scan software
- Briefed and illustrated to the managing partners how the software was deployed and how the package will allow the firm to spend less time on clerical tasks and more time adding value to client services

SUFFOLK UNIVERSITY: *Boston, MA*

Sept. 2009 – Jan. 2010

Research Assistant: Information System and Operations Management Dept.

- Assist in designing research studies of consumer Healthcare Informatics
- Work includes validation of existing dimensions and exploration of new ones in the information design, interaction design, and overall value proposition of consumer healthcare web sites
- Journal submitted for publication in January 2010 to the Journal of the Association of Information Systems: “A Typology of Consumer Healthcare Websites and a Research Agenda”

IBM GLOBAL BUSINESS SERVICES: *Fairfax, VA*

Sept. 2005 – August 2008

Senior Supply Chain Management Consultant

Managed and administered three Federal Emergency Management Agency (FEMA) Public Assistance Programs to provide recovery assistance in an expedient manner to disaster areas. After Hurricane Katrina in Mississippi, Kiholo Earthquake in Hawaii, and the Severe Ice Storms in Oklahoma; responsible for the disbursement of over \$250+million of eligible funding while serving in the following roles

Deputy Public Assistance Coordinator (DPAC) *May – September 2006*

- Expedited the flow of critical communication between field engineers and finance staff by designing and implementing a strategic plan for allocating damages and resources
- Developed and implemented an excel database for use by engineers and accountants to transmit/relay disaster related information in a timely manner, which expedited reimbursements to critical disaster areas, and resulted in a 50% reduction in time to completion
- Recommended reimbursement of eligible damages in excess of \$100+million

Project Officer (PO) *September 2005 – April 2006 & October – March 2007*

- Assessed damages and coordinated information between FEMA staff and Department of Education, Department of Transportation, Electrical Utilities, and Science and Technology to affected disaster areas
- Conducted extensive on-site field audits/inspections to assess disaster first hand
- Cost estimated approximately \$350,000 of eligible damages using RS Means Estimating Tool
- Analyzed drawings and schematics to derive proper calculations for damages
- Conducted in-depth interviews with affected parties to assess the magnitude and repair costs of damages to infrastructure
- Expert in NEMIS (National Emergency Management Information System): IT System for the response and recovery operation

Special Assignments Team Member *August 2007– August 2008*

- Conducted the initial “Pre-Quality Control” review of all new Project Worksheets (PW’s) and/or Versions before they were delivered to Management
- Recommended solutions to FEMA Management during the initial PW/Version review process
- Ensured that the PW’s were prepared for eligible damages and reflected reasonable cost estimates
- Maintained/Updated the Versions Tracking Database with respect to all active Version/PW requests
- Prepared sensitive PW’s in a “time efficient” manner to meet stringent deadlines

EDUCATION

SUFFOLK UNIVERSITY, SAWYER SCHOOL OF BUSINESS, Boston, MA

Master of Business Administration, July 2010

Concentration in Entrepreneurship

GPA 3.97/4.00

BATES COLLEGE, Lewiston, ME

Bachelor of Interdisciplinary Studies (Pre-Law/Economics), May 2005

Overall GPA: 3.55/4.00; Major GPA: 3.73/4.00

OXFORD UNIVERSITY, Oxford, United Kingdom

Independent Study Abroad: Criminal Law/Philosophic Logic. September – December 2003

TECHNOLOGY & EMERGENCY MANAGEMENT TRAINING

Microsoft Word, Excel, Access, Power Point

Microsoft Outlook

Lotus Notes

Public Assistance Operations I

Public Assistance Operations II

Introduction to the Incident Command System

Preliminary Damage Assessment Workshop

Microsoft Expression Web Design

ProSystem fx Tax & Scan Software

Project Worksheet Closeout Training

NEMIS Infrastructure Support Training

Cost Estimating Format (CEF) Workshop

RS Means Estimating Tool

National Response Plan, an Introduction

National Incident Management System (NIMS)

Basic Incident Command System

EMMIE Infrastructure Support Training

PDFlyer

HONORS & AWARDS

3rd Place: Sawyer Business School's 5th Annual New Product Innovation Competition: 326 Entries

Beta Gamma Sigma National Business Honor Society Member

SECURITY

Department of Homeland Security: *FEMA Public Trust Clearance: SF85P/E-quip*

Department of Defense: Secret Clearance