

RICHARD P. FRANETZKI, MBC, CRA

Gaithersburg, MD 20879
Email: [REDACTED]

Home: [REDACTED]
Fax: 301/926-2079
Work: 301/908-4681

SENIOR BUSINESS MANAGEMENT & CONSULTING PROFESSIONAL Over 20+ Years of Cross-Functional Experience

Senior business professional offering consistent success within the U.S. federal, national non-profit, and business consulting industries. Talent for proactively identifying and resolving problems, controlling costs, motivating staff, maximizing productivity, and human resources management. Focus on achieving bottom line results while formulating and implementing business solutions to meet a variety of critical needs. Record of delivering simultaneous large-scale, mission-critical projects on time and within budget. Team-based management style and excellent interpersonal/communication skills. Additional strengths in:

- * Strategic Planning
- * Policy/Procedure Development
- * Budgeting & Forecasting Models
- * Federal Financial Assistance Programs
- * Grants Policy & Administration
- * Business & Marketing Plans Dev.
- * Team Leadership & Collaboration
- * Continuous Process Improvement
- * Staff Development & Training
- * Best Practices & Benchmarking

Professional Experience

Capital Business & Consumer Solutions, LLC

(2008 - Present)

OWNER – PRINCIPAL MANAGER
PROFESSIONAL BUSINESS CONSULTANT

Business Overview: Decided to form my own consulting business in 2008, knowing my 20 years of broad professional business experience would be a great asset to organizations of all sizes and structure. In addition to my most recent position as a Division Director with the U.S. Department of Commerce in Washington, DC, I spent 13 years as Director of Research & Development's Financial Operations for the American National Red Cross. My employment experience has fortified my belief that sound business practices, analysis, documentation, strategy and communication were often being asked of internal staff that were not properly situated to produce superior results. This was typically due to a combination of factors: inexperience from infrequency of similar requests, lack of ability to produce unbiased outcomes, insufficient existing staff resources to effectively complete special projects, and inability to employ big picture strategy to business process and operations. At Capital Business & Consumer Solutions, I am committed to providing superior service and expertise to organizations in need, within a budget they can afford. No project too large, small or inconceivable. Visit www.CapitalBCS.com for additional information.

U.S. Department of Commerce

(2005 – 2008)

DIVISION DIRECTOR, FINANCIAL ASSISTANCE

Directed, through subordinate supervisors and workgroups, a very successful and complex division. Held the highest financial assistance position within the entire federal agency.

Summary from management on an annual performance review: As supported by his written accomplishments, Mr. Franetzki did an excellent job leading his organization this year. From revamping office procedures, creating a more accurate billing algorithm for the division, implementing new financial rate audit procedures, and developing productive – and proactive – relationships with the bureaus, Mr. Franetzki has created a dynamic office that is responsive to all of its customers and their needs. Thank you for a job well done!

Children’s National Medical Center -- Children’s Research Institute (2004)
DIRECTOR, OFFICE OF SPONSORED PROGRAMS (temporary assignment)

Directed financial and administrative operations for the Sponsored Programs Office and Research Institute in support of an aggressive strategic growth plan. Oversaw the financial reporting, general administration and compliance requirements of more than 350 diverse projects that accounted for \$68M in annual budget/expense activity (of which \$48M was externally funded through grants and contracts). Provided managerial support for the tactical and strategic activities of the Chief Academic Officer and Institute management. One of four senior management staff authorized to review, negotiate, accept and sign grant/contract awards on behalf of the Institute.

Key Achievements:

- Performed extensive needs assessment analyses, providing management with multi-year resources, training and implementation plans.
- Created office automation tools, including detailed user manuals using Microsoft Office products. Tools were immediately accepted into normal business practice by non-technical staff, significantly increasing office efficiency while strengthening audit compliance.
- Official performance review received highest possible rating of “Extraordinary Performance” yielding a salary increase before originally scheduled. Letter of reference/recommendation from Executive Director on file.

The American National Red Cross – Holland Laboratory (HL) (1991 – 2004)
DIRECTOR, RESEARCH & DEVELOPMENT FINANCIAL OPERATIONS

Held the highest business/financial position at the Holland Laboratory from 1994 - 2004, establishing a financial department that aggressively grew in scope and responsibility on an annual basis. Directed all financial operations and select administrative functions for the biomedical research facility, staffed by 275 scientific and administrative employees. Managed a \$35M gross operating budget and \$2M capital budget, annually meeting or exceeding strategic objectives. Supervised staff in managing diverse sources of external funding, which included Federal grants/contracts/ sub-awards, foundation grants, sponsored research agreements, and intellectual property revenues.

Key Achievements:

- Worked with senior organization staff to create a comprehensive 10 year strategic plan which addressed: forecasting multiple revenue streams, infrastructure analysis and expense allocation among departments, organization and department objectives, industry outlook, organizational culture, potential areas of new business, personnel management, and implementation of several new cost cutting initiatives.
- Developed several complex office automation tools which dramatically increased department-wide financial tracking, reporting and forecasting efficiency. Tools created

include a multifaceted compensation tracking/forecasting utility, a fiscal year budget converter, and a grant rebudgeting/cost allocation utility.

- Project Manager of an organization-wide evaluation of grants management accounting and reporting software needs. Responsible for coordinating the efforts of three organizational units, hired and monitored work of three external consultants, and ensured scope of work and project costs met the organization's requirements.
- Successfully managed and audited contract agreements with companies located throughout the world, to include Australia, England, Israel and the Netherlands. These projects required understanding and implementing uncommon rules and regulations, and an ability to manage people and situations at remote sites.

Education / Credentials / Recognition

Bachelors of Business and Management (BBM)

University of Maryland

Certified Research Administrator (CRA)

Research Administrator's Certification Council

Master of Business Consultancy (MBC)

IBS Graduate Academy of Management

American Red Cross Tiffany Award

Prestigious Award - Employee Excellence in Management

Extensive Continuing Education / Professional Training List

Organizational Development & General Management (13):

Business Risk "Thought Provokers" (ARC Audit Services)

Change Management Principles – Theory Put Into Practice (SRA)

Overcoming Organizational Disconnects (SRA)

Performance Management – A Tool for Success (SRA)

Conflict Resolution and Negotiation (SRA)

Recruiting and Hiring Strategies (SRA)

Leveraging Your Information (SRA)

Supervisory Training Program (American Banker's Association)

- The Challenge of Management
- Improving Your Communications Skills
- Getting The Job Done
- Working With People

Supervisory Training Program (Washington Federal SB)

- The Supervisor
- Communications
- Customer Relations
- Time Management and Stress Awareness
- Personnel Practices
- Performance Appraisal Training

Sexual Harassment Prevention Training Program (BNA Communications, Inc.)

Disaster and Emergency Preparedness (CNMC)

Creating Low Cost In-House Training Programs: A Recipe For Success (SRA)

Personnel Policies and Procedures (ARC)

Communications & Teambuilding (6):

Creating & Motivating A Superior, Loyal Staff (The Research Institute)

The Leader In Each Of Us (Leadership 2000 Module, Z. Miller)

The Basic Principles For A Collaborative Workplace (Leadership 2000 Module, Z. Miller)

Building Successful Offices – Building Successful Relationships (SRA)

Presentation Skills (SRA workshop)

Engaged Management: How to delegate responsibility/authority while still staying in control (SRA)

Grants/Financial Assistance Technical Courses (22):

Certified Research Administrator (Research Administrator's Certification Council)

Contracting Officer Certification (The Federal Market Institute)

Managing Multiply Projects, Objectives & Deadlines (SkillPath)

Writing Policies and Procedures (Keye Productivity Center)

Federal Agency Profiles (SRA)

Practical Tools For Assessing Institutional Needs (SRA)

Using Benchmarking To Gain Institutional Support (KPMG Consulting)

Benchmarking Performance In Sponsored Program Administration (SRA)

Post Award Management: Building For Measured Performance (SRA)

Hot Topics In Electronic Research Administration (SRA)

Strategic Planning For Small Research Institutions (SRA)

Maximizing Direct and Indirect Cost Recovery (SRA)

Office of Management & Budget Updates (SRA)

Financial Conflicts of Interest (SRA)

What Are The Problems, Issues, Concerns with Current Compliance Practices (SRA)

The Art of Negotiation (SRA)

Stewardship: Fostering Effective Donor Relations (NACH)

Understanding Federal Line Item Appropriations in Grant Seeking (NACH)

Essentials of a Compliance Program (Senior Administrator Compliance Forum – SRA)

Preparing for Audit (SRA)

Financial Planning and Shadow Accounting (SRA)

Philanthropy in 2004 and Beyond (NACH)