

LISA EMMITE-BAKER, MBA

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LEADERSHIP PROFILE

Results-focused leader with extensive experience in financial forecasting, operational leadership, and high-dollar contract administration. Proven ability to develop and execute innovative financial strategies and optimize business operations while managing multi-million-dollar budgets. Passionate about fostering cross-departmental collaboration and driving institutional goals. Seeking to leverage my expertise in strategic planning and financial management to enhance organizational effectiveness across for-profit sectors.

CORE COMPETENCIES AS EXECUTIVE DIRECTOR

- Financial Management
 - *Develop annual \$20M+ base budget, managing alignment and priorities throughout fiscal year
 - Executive and Team Leadership
 - *Compliance and Policy Leader; *Lead team of eight finance professionals;
 - *Direct report to Provost and Dean
 - Strategic Planning and Relationship Building
 - *Strategic Financial Forecasting; *Human Resource Strategy; *Collaboration & Stakeholder Engagement
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EDUCATION

The University of Texas — Master of Business Administration (MBA), (GPA 3.66) 08/2018

The University of Houston-Downtown — Bachelor of Science (BS), 05/2014

PROFESSIONAL EXPERIENCE

University of Houston — *Executive Director, College Business Operations | College of Education*

February 2024 – Present

- Provide executive leadership and strategic direction for financial, operational, and human resource functions across the College of Education.
- Directly report to both the Provost and Dean, managing a high-performing team in charge of finance, HR, operations, and budget.
- Spearheaded strategic financial planning efforts to address a \$1.3M budget challenge through innovative reallocations, achieving financial stability.
- Partner with senior legal counsel on negotiating and executing contracts, service agreements and MOUs, valued at \$350K+.

Rice University — *Finance and Business Manager, Department of Bioengineering*

June 2022 – February 2024

- Directed the finance team, managing 4 direct reports and overseeing comprehensive financial analysis, forecasting, and year-end close.
- Led post-award grant management for 30+ faculty, providing expertise on financial reconciliations, cost allocations, and reporting for multi-million-dollar research grants.
- Played a key role in staffing and budgeting strategy, contributing to departmental growth and research success.
- Led proposal development efforts for large-scale funding submissions, including the successful \$42M ARPA-H award.

Rice University — *Manager, Business Operations, Division of Enrollment*

May 2019 – August 2022

- Oversaw financial and human resource functions for the Enrollment division, managing a budget exceeding \$6M and supporting over 55 employees.
- Direct report to the Vice President of Enrollment, playing a critical role in operational strategy and resource allocation.
- Restructured multi-million-dollar departmental budgets to ensure alignment with institutional priorities.

Additional Experience: **Institute Administrator, Kinder Institute for Urban Research; *Lead Research Administrator for Senior Faculty and Department Chair at Rice University*

TECHNOLOGY & PROFESSIONAL DEVELOPMENT

- **ERP Systems:** Oracle Cloud, Banner, PeopleSoft
 - **Microsoft Office Suite:** Advanced proficiency in Excel, Word, PowerPoint, Access, Outlook
 - **Technical Skills:** SQL, WordPress, Adobe Creative Cloud, ChatGPT, creating effective AI prompts, Copilot, Power Automate, Power BI
 - **Certifications:** ESL Instructor Certification, Certified Grant Writer, Microsoft Office Specialist - Word 2019
 - **Professional Membership:** NCURA
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NOTABLE ACHIEVEMENTS

- Led a team through the successful proposal submission and award of \$42M in research funding (ARPA-H).
- Developed and executed strategies to resolve a significant budget deficit, achieving financial sustainability without compromising core functions.
- Rebuilt basic operating procedures, hiring and educating a brand-new team in finance and accounting.
- Directed startup of a non-profit with the acquisition of \$7M in funding, began building resources and financial strategy to support expanded operations.
- Use of AI to build and refine model to increase revenue across non profits and within higher education.