

RODOLFO LOPEZ

Operations & Analytics Manager | Business Intelligence & FP&A | Process Automation
561-306-7257 • rdflopez@gmail.com • rodolfo.app • Lake Worth, FL (Palm Beach County)

PROFESSIONAL SUMMARY

Operations and analytics leader with 8+ years driving financial performance, business intelligence, and process automation for a large public institution. Manage seven-figure budgets and built the unit's real-time Power BI reporting, turning 4,000+ annual transactions into live, decision-ready insight. Combine an FP&A lens with hands-on data and automation skills, including AI tools (ChatGPT, Claude) I use to build real workflows. Bilingual (English/Spanish, native).

CORE SKILLS

Analytics & BI: Power BI, DAX, Data Modeling, Dashboard Development, Advanced Excel, Reporting Automation, KPI Reporting, Data Visualization

Finance & Operations: Budget Management, FP&A, Forecasting, Variance Analysis, Cost Optimization, Account Reconciliation, Resource Allocation, Compliance & Audit Readiness

Systems & Automation: CRM Administration (Handshake), HRIS (Workday), Process Automation, AI Tools (ChatGPT, Claude), Survey Platforms (Qualtrics)

Leadership & PM: Process Improvement (Lean Six Sigma), Stakeholder Management, Cross-Functional Coordination, Change Management, SOP Development, Staff Training

PROFESSIONAL EXPERIENCE

Florida Atlantic University, Career Center

Operations & Analytics Manager

Boca Raton, FL

01/2024 - Present

- **Manage a seven-figure annual budget** (~\$1.3M FY26), leading forecasting, multi-year variance analysis across 90+ spend categories, and resource allocation aligned to organizational priorities.
- **Built and maintain real-time Power BI dashboards for the operating budget and Foundation accounts**, reconciling 4,000+ annual transactions across TouchNet and Workday and replacing manual spreadsheet reporting with automated, live visibility into fund activity and spend vs. budget.
- **Designed and own the tracking system** (Power BI and Excel database) for FAU's \$1M Presidential Internship Initiative (PIPICI), monitoring 100+ student interns across 35 employers in 12 Florida cities, including hours, compensation, positions, and an interactive statewide placement map.
- **Built a career-fair revenue dashboard** consolidating \$2.3M+ in gross revenue across 117 events and 8 fiscal years, benchmarked against annual goals; the unit met or exceeded its revenue goal in 6 of the past 7 years, and coordinate the event logistics behind them, including vendor, print, and FAU PD scheduling.
- **Serve as financial partner to the Orientation office**, tracking revenue and expenses and presenting financial status in bi-weekly leadership reviews through a custom Power BI dashboard that replaced manual tracking.
- **Built an AI-driven email-to-task automation** that routes flagged emails into a structured Notion project tracker, capturing 290+ action items at ~88% completion and improving follow-through across the unit's operational work.
- **Serve as primary CRM administrator** (Handshake): platform configuration, user management, data integrity, integrations, and staff training on best practices.
- **Own unit procurement and vendor payments** from purchase pre-approval through expense reporting, and coordinate contract review and renewals with legal to keep spend compliant and on budget.
- **Report KPIs for all business teams to executive leadership**; provide performance analysis and strategic recommendations to the Assistant Vice President.

Florida Atlantic University, Career Center

Boca Raton, FL

Business Operations Manager

02/2019 – 01/2024

- **Managed a multi-million-dollar budget**, leading financial planning, forecasting, and performance analysis to control costs and optimize resource use.
- **Led an account reconciliation initiative that recovered previously untracked revenue**, increasing available funds for department priorities.
- Executed process improvements across IT operations, inventory, and expense tracking, reducing overhead and improving workflow efficiency.
- **Served as HR operations lead** for the unit, covering onboarding, employee records, and HRIS (Workday) training for staff.
- Directed migration to a new enterprise survey and feedback platform, overseeing data migration, process redesign, user training, and reporting enhancements.

Florida Atlantic University, Orientation

Boca Raton, FL

Operations Coordinator

03/2018 – 02/2019

- Managed budgets, financial programs, and process-improvement initiatives, aligning resource use with business goals and driving cost control.
- Coordinated launch and logistics of new programs and events, including vendor relations, contract negotiation, and cross-team execution.
- Developed feedback and reporting systems to monitor and improve program outcomes and engagement.

Kanner & Pinaluga, P.A.

Boca Raton, FL

Case Manager

11/2016 – 03/2018

- Managed up to 200 active cases per month, tracking progress and ensuring compliance with legal requirements and deadlines.
- Developed a standardized case-management process that improved workflow efficiency and team productivity.
- Served as primary contact for clients, providers, and insurers while handling 70+ calls and 150+ emails daily with timely documentation.

EDUCATION

Master of Business Administration (M.B.A.), Lynn University

2015

B.S., Business Administration & Management, Lynn University

2014

CERTIFICATIONS & DEVELOPMENT

- **Lean Six Sigma Green Belt**, FAU College of Business.