

# Jordan D. Drake, MBA, CPA

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## *Work Experience*

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### Pepperdine University – Graziadio Business School

**Full-Time Practitioner Faculty, Accounting Discipline** Irvine, CA 08/18 – Present

- Instruct students in the area of financial and managerial accounting
- Course taught: ACCT 641, ACCT 591, FINC 664

**Interim Executive Finance Director** Los Angeles, CA 08/18 – 04/19

- Partnered with Graziadio senior leadership to identify and execute actions that would help drive profitable growth
- Improved operational efficiencies and increased productivity within the budget process (i.e., financial planning and analysis, financial managing and reporting)
- Created informative models and dashboards that illustrated Key Performance Indicators (KPIs) to help constituent make informed decisions

**Adjunct Faculty, Accounting Discipline** Los Angeles, CA 01/18 – 07/18

- Instruct students in the area of financial and managerial accounting
- Courses taught: ACCT 472 and ACCT 591

**Associate Director, Finance Office** Los Angeles, CA 05/17 – 07/18

- Assist 25+ budget managers in managing a school-wide operational expense budget of \$50M
- Oversee the financial activity related to award funding for 100+ faculty members
- Established the current operational framework (i.e. planning, managing, and reporting functions) for the Finance Office and lead a team of three finance professionals who champion the aforementioned business segments
- Helped develop the mission, vision, and values for the Finance Office
- Perform various ad hoc analyses as needed to address concerns noted by the Leadership Team
- **Activities:** Community Coffee Chat Manager, Staff Advisory Council – 2018

**Financial Analyst, Finance Office** Los Angeles, CA 08/15 – 05/17

- Devised the Strategic Funding Request (SFR) process to systematically manage and analyze all funding requests
- Developed a new cost allocation model that efficiently and effectively illustrates the profitability of our various program offerings
- Perform various ad hoc analyses as needed to address concerns noted by the Leadership Team
- **Activities:** Chairman, Staff Advisory Council – 2014, 2015, 2017; Strategic Planning Committee member - 2017; Spiritual Life Council member - 2017

**Cost Analyst, Finance Office** Los Angeles, CA 08/14 – 08/15

- Created analytical models (i.e. Cost-Volume-Profit, Average Student Aid, Average Class Size, Demographic Analysis, etc.) that assess performance trends of various program and illustrate alternative outcomes
- Generated regular reports to highlight key performance indicators (KPIs) to the Leadership Team (i.e. budget-to-actual spending, credit card monitoring for internal control, etc.)
- Performed various ad hoc analyses as needed to address concerns noted by the Leadership Team

**Financial Manager, Academic Affairs Office** Los Angeles, CA 08/13 – 08/14

- Managed a budget of \$750,000 for the Academic Affairs Office
- Coordinated with the Accounts Payable and Purchasing Offices to process faculty expense reimbursements and requisitions
- Managed and documented all financial activity related to faculty award funding
- On-boarding services for new faculty, research assistants, independent contractors, and temporary employees

## Meloni, Hribal, Tratner LLP

### **Staff Accountant**

**Woodland Hills, CA**

**02/13 – 08/13**

- Generated various LLC, partnership, s-corporation, and individual tax returns
- Performed reviews and compilations of various private entities

## Pepperdine University – Graziadio School of Business & Management

### **Project Manager, Academic Affairs**

**Los Angeles, CA**

**10/12 – 02/13**

- Managed the academic course schedule (i.e. staffing professors, determining class dates and times, PeopleSoft updates, etc.)
- Aided new supporting faculty members in the onboarding process (i.e. process new hire paperwork, oversee new faculty orientation, provide developmental resources, etc.)

### **Assistant to the Associate Dean, Full-Time Programs**

**Malibu, CA**

**06/11 – 10/12**

- Monitored budgets for the departments of Associate Dean of Full-Time Programs, Career Services, Alumni Services, and Tech Services
- Constructed managerial accounting model to assess job cost activities within the Tech Services department
- Supported students, faculty and staff in the daily operations of the Full-Time Programs

## MichaelGerald Ltd

### **Executive Assistant**

**Cerritos, CA**

**01/11 – 06/11**

- Maintained financial records for rental real estate properties and other individual income pertaining to K-1 activity
- Assisted in the preparation of individual, estate, and business tax returns
- Conducted various research assignments (i.e. insurance, credit, etc.)

## Adventures in Missions

### **Logistics Leaders**

**Gainesville, GA**

**01/10 – 11/10**

- Served in 14 countries across 4 continents on an 11 month mission trip (i.e. working with orphanages, building homes, teaching health programs and administering food, working as a camp counselor, etc.)
- Arranged transportation and lodging for a squad of 50+ people around the world
- Supervised seven to eight finance leaders and managed monthly finances for the squad

## PricewaterhouseCoopers, LLP

### **Tax Associate**

**Irvine, CA**

**11/08 – 11/09**

- Engaged in Research & Development studios surrounding tax credits for technological advancements for Teledyne Technologies, Inc.
- Aided in the tax compliance of various partnerships, s-corporations, and often the individuals associated with the entities (e.g. The San Diego Chargers, World Oil Corporation, etc.)

### **Audit Associate**

**Irvine, CA**

**09/07 – 11/08**

- Audited various controls and financial statement line items (e.g. inventory, cash, accounts payable, and accounts receivable) for a variety of private clients (e.g. Arbonne International, Firth Rixson Limited, etc.)
- Performed numerous full scale and cycle inventory counts on the aforementioned clients
- **Activities:** Recruiting Champion, 2007-2009; Great Place to Work Committee – Community Service Leader, 2008-2009

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## *Certifications*

**Certified Public Accountant**

**State of California**

**2009**

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## *Education*

### Pepperdine University

- Master of Business Administration, 2017; GPA 3.97
- Double Major: BS in Accounting, BS in International Business, 2007; GPA 3.92 Summa Cum Laude
  - Outstanding Business Administration Graduate
  - Outstanding Senior Accounting Major

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## *Conferences*

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### Presentation

- Fall 2016, “What Program Margins Mean and Why are They Important” National Association of College and University Business Officers (NACUBO): 2016 Planning and Budgeting Forum

### Attended

- NACUBO - 2016 Planning and Budgeting Forum
- NACUBO - 2015 Managerial Analysis and Decision Support

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## *Awards*

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- Outstanding Business Administration Graduate, 2007
- Outstanding Senior Accounting Major, 2006-2007
- Outstanding Junior Accounting Major, 2005-2006
- Students in Free Enterprise (S.I.F.E.) Personal Finance Regional Champions, 2007
- Alpha Chi Honor Society, 2005
- Beta Gamma Sigma Business Honor Society, 2005 & 2017
- Golden Key International Honor Society, 2005
- Phi Eta Sigma Honor Society, 2004
- George Henry Mayor Trust Scholarship, 2004-2007
- Robert & Betty Shafer Endowed Scholarship, 2005-2007
- Seaver Alumni Accounting Scholarship, 2005-2006