

# **EDWARD F. STOFKO**

## **KEY SKILLS:**

**Communication** –Ensure successful completion of projects via active listening and probing questions.

**Problem Solving** – Resolve queries in a methodical manner to find the appropriate solution.

**Planning and Organizing** – Refined planning and organizational skills that simplify routine tasks.

**System Knowledge** – Proficient in Microsoft Office programs, exposure to general ledger systems, ability to create and maintain complex financial models and databases in Excel, working knowledge of Access and comfortable with exploring effective use of unfamiliar technology.

## **EXPERIENCE SUMMARY:**

Experience in spreadsheet modeling, small databases, management reporting, external reporting, budget analysis and data analysis, business plan development and revenue/expense forecasting gained from 35 Years of experience in healthcare, manufacturing, government and non-profit organizations.

**2008 – 2010** Dallas Museum of Nature and Science, Dallas, TX – Financial Analyst

**1996 – 2008** UT Southwestern Health Systems, Dallas, TX – Financial Analyst

**1987 – 1996** Dallas County Hospital District, Dallas, TX – various management positions

**1986 - 1987** Alexander Proudfoot Company, L.P., Atlanta, GA – Installation Specialist

**1980 - 1985** International Paper Company, Dallas, TX – Land & Timber Division Analyst

**1979 - 1980** City of Irving, Texas – Zoning Department Staff Support

**1976 - 1979** Overhead Door Corporation, Dallas, TX - Design and Production Draftsman

**1975 - 1976** Cornell Iron Works, Mountain Top, PA – Production Draftsman

## **EDUCATION:**

MBA 1986 - University of Dallas (Information Management)

MS 1980 - University of Texas at Dallas (Environmental Sciences)

BS 1977 - State University of NY at Syracuse and Syracuse University (Environmental Studies)