

# KEITH E. SABIN

---

## QUALIFICATIONS SYNOPSIS

Business and operations executive with 20 years success managing people and projects. Demonstrated ability to enhance productivity while improving the bottom line. A team builder with strong leadership and communication skills; recognized for achieving objectives with emphasis on customer satisfaction.

- Marketing & Sales
- Operations Manager
- Budget Development/Analysis
- Corporate Strategic Planning
- Financial Controls
- Accounting Functions
- HR Training & Development
- Contract Administration
- Proposal Preparation

## PROFESSIONAL EXPERIENCE

### JES TECH, HOUSTON, TX

#### Vice President & COO

May 2004 - Present

Chief Operating Officer for business, responsible for business development and financial functions, including:

- ❖ Marketing new business through community networks and cold calls to establish a sustainable business base
- ❖ Operations Manager for several projects, focusing on delivery of professional, customer oriented services
- ❖ Management of firm's financial resources including banking relationships and cash flow
- ❖ Company point of contact for interface with regulatory entities; e.g., U.S. Small Business Administration, Internal Revenue Service, Defense Contract Audit Agency, state and local agencies, etc.

### ENTERPRISE ADVISORY SERVICES, INC., HOUSTON, TX

#### Vice President of Business Operations

May 1997 - April 2004

Comprehensive responsibility of all business functions for a \$20M per year firm. Division-wide project responsibility for 125 employees on 14 Government contracts. Responsibilities included customer satisfaction, profit and loss, financial planning, financial reporting, indirect rate management, proposal preparation, contract/subcontract administration (including negotiation), staffing, accounting, collections and employee morale.

- ❖ Responsible for management of multiple projects, including Life Sciences (Nutrition and Microbiology Laboratories), Flight Hardware, Configuration Management, Computer Desk Top Services, Computer Hardware Maintenance and Repair, others
- ❖ Spearheaded efforts to reduce Company-wide Overhead and General & Administrative Expense by 35% (from \$3.7M to \$2.4M) from 1998 to 1999
- ❖ Created company-wide Budget System with "What-If" analysis capability

- ❖ Assisted with proposal strategy and development resulting in a 72% capture rate
- ❖ Key player in growing Aerospace revenue from \$1.5M to \$10.0M – responsible for maintaining operability throughout rapid growth phase, including business unit profit and loss
- ❖ Business consulting assignment to Shell Oil Company providing business modeling, accounting structure set-up, budgeting and financial reporting services for a \$300M/year division
- ❖ Instrumental in converting manual preparation of financial reporting (NASA 533) to system generated report – tremendously improved product quality and accuracy
- ❖ Reduced “Over 90-Day” Outstanding Receivables by 96% (from \$343k to \$15k), significantly enhancing company’s cash flow posture

**Contracts & Proposal Manager****February 1995 – May 1997**

Dynamic problem solving position reporting directly to senior management. Hands-on management of multiple business functions including contract contract administration, proposal pricing, billing, collections, leases, budgets, cost control and more.

- ❖ Contract administration of over fifty contracts with individual values to \$44M
- ❖ Cost proposal preparation; high capture rate on over 75 separate efforts
- ❖ Developed and implemented efficiency generating procedures and formats; integrated uniform reporting structure among all field locations and corporate headquarters
- ❖ Managed outside consultant team in the preparation of \$100M proposal
- ❖ Volume manager on large (over \$100M) NASA and DOE cost proposals prepared in-house

**SYSTEMS MANAGEMENT AMERICAN CORPORATION, HOUSTON, TX****Manager of Finance****August 1989 – September 1994**

Senior financial position for a \$3.5M per year division with comprehensive responsibility for financial and accounting functions, including payroll, general ledger, budgeting, forecasting and contract compliance.

- ❖ Formally established job descriptions, internal accounting procedures and departmental policy
- ❖ Organized and documented division's current and archival accounting information to resolve chronic poor audit performance

---

**EDUCATION**

**M.B.A.**, University of Houston - Clear Lake, Houston, Texas

**B.S., Finance**, University of Houston - Clear Lake, Houston, Texas

**Recent Coursework:** Advanced Contract Administration, Cost & Price Analysis, Activity Based Costing, Enlightened Leadership, 1001 Ways to Reward Employees

**Memberships:** Institute of Management Accountants, National Management Association (Chapter Treasurer 1999-2000)