

# Orville Ortiz

## Education

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MAPMIN Candidate, Andrews University  
2006 University of Phoenix; MBA Accounting  
1994 Southwestern Adventist University; BS Management  
Student Campus Ministries Director for Southwestern Adventist University 1993 – 1994

## Experience

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**Southern California Conference of SDA, Glendale, CA** **2016-Current**  
**Treasurer/CFO**

- Develop and administer of \$50 Million budget.
- Prepare and present financial statements.
- Supervise, hire and manage treasury staff and related functions.
- Eliminate \$5 Million debt from balance sheet improving cash flows
- Preach; conduct stewardship seminars and local church treasurer training.

**Southeastern California Conference of SDA, Riverside, CA** **2013-2016**  
**Associate Treasurer**

- Assist in development and administration of \$95 Million budget.
- Coordinate and prepare financial statements.
- Supervise, hire and manage treasury staff and related functions.
- Assisted in the adoption of Adventist Book Center operation from Pacific Press.
- Lead team that transitioned Loma Linda Academy's payroll and benefits into operation.
- Preach; conduct stewardship seminars and local church treasurer training.

**Southwestern Union Conference of SDA, Burleson, TX** **2011-2013**  
**Associate Director of IS**

- Managed implementation of financial conversion to AASI for all Union Funds.
- Assisted Texico Conference with development of Conference budget.
- Consultant of accounting and payroll procedures for local conferences.
- Consultant for Southwest Region Conference in preparation for annual audit.
- Proposal to unify and apply Southwestern Union Conference teacher pay scale.
- Conducted Stewardship Seminars in English and Spanish in local conferences.
- Member of NAD Accounting Implementation & NAD HR standards committee.
- Guest of 3ABN Latino Hoy for live broadcast of Biblical Financial Principles Presentation
- 3ABN Latino Co-host of "Primicias". Covered spiritual application of current events.

**Texas Conference of SDA, Alvarado, TX** **2005-2011**  
**Associate Treasurer**

- Assisted in development and administration of \$37 Million budget.
- Administered salary and benefits as per NAD policy, federal and state requirements.
- Developed and implemented orientation for all employees.
- Secured benefits for part time and locally funded employees.
- Assisted in maintaining local church treasurer training program.
- Helped develop and administer the "Be Strong" conference wellness program.
- Managed, coordinated, and implemented transition to NAD payroll software.
- Member of Finance Committee and Risk Management Committee.

**Indiana Academy, Cicero, IN** **2000-2005**  
**Business Manager**

- Created, developed, and managed 1.5 Million budget.
- Oversaw plant and facilities maintenance management, including infrastructure, equipment, academy fleet, and 12 rental properties.
- Negotiated farm operation lease to Andrews University improving farm cash flows.
- Prepared and presented budget, financial and audited statements to Finance Committee, Indiana Conference K-12 Board, and Indiana Conference Executive Committee.
- Member of Finance Committee, Personnel Committee, Construction Committee, Indiana Conference K-12 Board, and Indiana K-12 Board Executive Committee.

**LOGS NATIONAL SERVICES INC. / FLEET MORTGAGE GROUP, Milwaukee, WI**

**Production Lead / Assistant Manager**

**1999-2000**

- Assisted in managing and supervising 8-member team.
- Managed process receipt of payments on loan portfolio worth over 500 million in assets.
- Managed processing of default loans, to meet deadlines established by loan investors.
- Streamlined workflow processing through business plan submitted to and implemented by Bankruptcy Department Manager, impacting loan portfolio worth \$1 billion in assets.
- Created auditing tools and conducted audits of loans for total quality management.

**Corporate Trainer**

**1997-1999**

- Provided on the job end-user training and technical documentation for 200 associates.
- Assisted in developing and implementing orientation program for new associates.
- Individual Achievement Award for outstanding performance, August 1998.
- Employee of the Quarter, March 1999.

**Customer Service Representative**

**1995-1997**

- Managed nationwide 500-default loan portfolio worth 5 million in assets, tracking payments and compliance with investor and insurer guidelines, federal and state laws.

**Wisconsin Academy, Columbus, WI**

**Taskforce Assistant Dean / Summer Dean**

**1994-1995**

**Professional Affiliations**

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- Institute of Management Accountants
- American Payroll Association
- Society of Human Resources Managers
- CMA (Certified Managerial Accountant) Candidate

**Professional Training**

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- Adventist Risk Management Conference
- Beyond the Bottom Line Conference
- Human Resources SDA Conference
- Payroll Essentials, American Payroll Association
- FMLA, National Seminars Group
- Collecting Accounts Receivable, National Seminars Group
- Advanced Negotiation Skills for A/R Pros, National Seminars Group
- Project Management, Franklin Covey
- How to be a More Effective Team Leader, National Seminars Group
- What Matters Most, Franklin Covey
- Essential Coaching Skills, National Seminars Group
- Training the Trainer. Fred Pryor Seminars

**Mission Trips**

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- Conducted Evangelism Campaign, baptized 3, Guayanilla, Puerto Rico, March 2013
- Taraco, Peru, March 2005
- Manaus, Brazil, December 2004
- Organized Senior Class Mission Trip to Mayaguez, Puerto Rico, April 2002

**Published Articles**

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- Southwestern Union Record, "Stewardship: Upon Further Review", February 2013
- La Vision, Spanish magazine Southwestern Union, "Un Pedacito de Cielo", January 2013
- Dynamic Steward, "Teaching for Knowledge", July 2010

**Volunteer Local Church Ministries**

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**Burleson Seventh-day Adventist Church, Burleson, TX**

- Church Elder and Small Group Facilitator
- Finance Committee and Social Committee Chair
- Biblical Financial Principles Instructor

**Southeast Milwaukee Spanish Seventh-day Adventist Church, Milwaukee, WI**

- Church Treasurer, Elder and Sabbath School Teacher