

## **DOUGLAS J. COFFEY**

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### **PROFESSIONAL EXPERTISE**

College instructor and learning and development professional with expertise in academia and financial services helping others achieve business results and develop skills needed for career growth; designer, facilitator and manager of financial and leadership programs.

#### **Certified to facilitate workshops in:**

- Leadership, coaching and feedback (Forum)
  - Financial Accounting for Bankers (Omega)
  - Business Cash Flow (Omega)
  - Relationship banking sales training (Action Systems)
  - Problem analysis and decision making (Achieve Global)
  - Business writing (Jefferson Smith)
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### **SELECTED ACCOMPLISHMENTS**

- Received Master of Human Resource Management 2015 James R. Chelius Award for Excellence in Education
  - Leveraged corporate human resources and financial experience to transition to teaching at master's, undergraduate and certificate levels in human resource management, finance, economics and accounting
  - Managed Career Resource Center to promote self-study learning and career counseling while increasing management bench strength and staff marketability
  - Received Federal Reserve Bank of New York President's Award for enabling staff to perform online payroll and benefits transactions
  - Saved 1,200 hours by accelerating transition of 100 new managers to administer bank policies
  - Saved over \$500k in external training costs and accelerated promotion time to credit officer by developing and directing credit training program; built financial analysis skills, bench strength, and staff mobility opportunities
  - Consistently evaluated over 95% by participants in overall course experience and application of course material
  - Saved \$25,000 quarterly expenses and enhanced interoffice communication through videoconferencing
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### **EXPERIENCE Rutgers University School of Management and Labor Relations, 2012-Present**

94 Rockefeller Road, Piscataway, NJ

#### ***Teaching Instructor – Master's and Undergraduate Human Resource Programs (on full-time basis since September, 2013; Part-time Lecturer from January 2012 through August 2013)***

Master's program: Teach Financial Decisions, Economics and Demographics of Labor Markets, and Managing Workforce Flow courses

Undergraduate program: teach Introduction to Human Resource Management, HRM & Finance, and Staffing courses

- Prepare and deliver course material; developed online version of Financial Decisions master's program course
- Counsel and coach students
- Developed and introduced Financial Fundamentals for HR Professionals course for master's program
- Serve on School of Management and Labor Relations Review Committee
- Served on Nontenure Track (NTT) instructor recruitment committee

### **New York University SCPS, 11 West 42<sup>nd</sup> St., New York, NY**

1988-2014

#### ***Adjunct Assistant Professor – Accounting, Taxation & Legal Programs***

Taught accounting and finance in certificate and programs

- Taught financial and managerial accounting, banking, financial statement analysis, and economics courses
- Broadened curricula and complemented analytical skills development by developing and teaching financial product analysis course which was added to financial analysis certificate program

**Kean University**, 1000 Morris Avenue, Union, NJ

2012

***Adjunct Instructor – Bachelor’s Programs***

Taught principles of accounting in bachelor’s programs

- Prepared and delivered course material
- Counseled and coached students

**Nyack College**, 361 Broadway, New York, NY

2011-2012

***Adjunct Instructor – MBA Accounting***

Taught international accounting in MBA program

- Developed and delivered classroom-based instructor materials
- Developed online international accounting course for Spring 2012 delivery

**Federal Reserve Bank of New York**, 33 Liberty Street, New York, NY

2000-2010

***Sr. Human Resources Specialist – Talent Management & Development***

Developed, facilitated and customized managerial, leadership, interpersonal, and personal productivity skills programs for all levels with focus on managerial and senior staff

- Received President’s Award at Federal Reserve Bank of New York for enabling 200 staff without desktop access to perform online benefits and payroll transactions saving 20 hours per week in face-to-face service time
- Saved 12 hours per manager by accelerating transition of 100 new managers to administer Federal Reserve Bank of New York policies using just-in-time web tool and case-based training session
- Increased productivity of 160 administrative professionals by 10% through new training curriculum to enhance leadership and customer service skills, one-stop web resource, and redefined roles
- Managed Career Resource Center to promote individual learning and career development; introduced online resource tracking application; saved 30 hours weekly administration by consolidating with Research Library
- Prepared multi-million dollar talent management budgets; streamlined bill paying by two weeks monthly
- Consistently evaluated over 95% by participants in overall course experience and application of course material

**TIAA-CREF**, 730 Third Ave., New York, NY

1998-2000

***Manager – Human Resources Development***

Managed staff of three and shared administrative staff to develop curriculum, facilitate courses and customize solutions for managerial and individual contributor staff in finance, sales and operations

- Saved over \$50k annually by recruiting and managing training and development team for and broadened team capacity as skill developers and change agents
- Saved \$25,000 quarterly expenses and enhanced TIAA-CREF’s interoffice collaboration by transitioning from onsite courses to videoconferenced sessions for multiple offices
- Prepared and managed \$2 million divisional budget holding consultant fees flat and broadening the roles of internal staff to develop and facilitate more programs while meeting or exceeding client expectations

**Over ten years previous experience in corporate training and training team management**

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**EDUCATION**

**MBA Finance**, St. John’s University, Jamaica, NY      **BA Psychology**, Queens College, Flushing, NY