

Kasey S. Tarantino

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Personal Profile

Highly motivated and responsible business professional and university educator with 20+ years of experience specializing in the hospitality industry, general office operations, higher education, and professional development teaching. Proficient in such areas as accounting, administrative services, financial services, human resources, and business plan creation. Well-versed in various software and technology required for day-to-day operations of both traditional and online businesses, as well as online and face-to-face higher education instruction.

Education

- Texas Tech University – College of Human Sciences, Lubbock, Texas** August 2014
- Master of Science in Personal Financial Planning
- Cornell University – School of Hotel Administration, Ithaca, New York** May 2010
- Bachelor of Science Degree – Hospitality Business Administration
- The Art Institute of Dallas – Culinary Arts, Dallas, Texas** June 2002
- Associate of Applied Science

Continuing Education

Cornell University – eCornell Certificates

- Spreadsheet Modeling June 2022
- Data Analytics July 2021

Current Positions

Cornell University – SC Johnson College of Business July 2019 - Present

Lecturer of Information Systems and Analytics

Ithaca, NY

Nolan School of Hotel Administration – Operations, Technology, and Information Management

- HADM 1740/2740 – Business Computing
- HADM 4770/6770 – Advanced Business Modeling

Instructor for Excel Specific Workshops

- Johnson MSP Excel Class – Fall 2019
- Hotel School MMH Excel Workshop – Summer 2020

Teaching Award

- 2021 – Undergraduate Elective

Tarantino Culinaire

July 2003 – Present

Restaurant Consultant

Various Locations throughout the USA

- Teach clients how to look at their business from an outsider's point of view – a consultant's view.
- Help clients document and prioritize all their responsibilities, then explain how to methodically organize the list in a way that provides them the ability to make strategic decisions, instead of making last-minute, reactive ones.

eCornell

April 2018 – Present

Online Facilitator (Business Analytics, Spreadsheet Modeling, Hotel Revenue Management,

Online

Business Economics, and Leading a Culture of Service Excellence Certificates and the

Enhancing Data Visualizations with Tableau class)

Average student evaluation score of 4.6 out of 5.0

- Responsible for online instruction of up to 2 classes every two weeks with an average of 25 students per class
- Prepare syllabus and course set-up prior to each session's start date
- Conduct online office hours
- Facilitate and encourage collaboration via discussion boards within 24 hours of students' posts
- Provide constructive feedback on all projects and assignments within 48 hours of submission
- Respond to student emails regarding questions/clarification regarding class material and/or assignments

Financial Planning Work History

The Strebel Planning Group

August 2014 – October 2017

Financial Planner/Consultant

Ithaca, NY

- Responsible for organizing the information needed to update financial plans via various documents/sources
- Input data into the appropriate financial planning software with extremely high attention to detail
- Review, analyze, and create various planning scenarios prior to annual financial plan reviews
- Conduct briefs and debriefs with Advisors regarding client reviews
- Participate in both client review meetings and prospect/new client meeting process
- Package and deliver annual financial plans to clients
- Create a procedural checklist for properly updating clients' financial plans ensuring no details were overlooked
- Train and review work performed by Para Planners prior to submission
- Responsible for researching and making recommendations on new technology/software to be implemented
- Continuously update and customize financial plan review checklists for various financial planning software systems
- Known as the "go-to" person for Social Security questions, and Social Security Analysis for clients after attending a multi-day, in-depth Social Security training workshop
- Co-presented a Social Security Seminar to current clients and their guests
- Create various client presentations (via PowerPoint) for the Financial Planning department of the firm
- Researched, created, and presented a complete business plan (containing 233 slides) for the implementation of a subscription-based financial planning service for Generation X / Millennial markets

Pennington, Bass & Associates

2013 Summer Internship

Financial Planning Firm

Lubbock, TX

Intern

- RedTail CRM Company Data Transition

Texas Tech University, Department of Financial Planning

January 2013 – May 2013

Graduate Assistant

Lubbock, TX

Texas Tech University, Department of Financial Planning

August 2013 – August 2014

Associate Instructor (Introduction to Applied Personal Finance; Financial Goal Strategies)

Lubbock, TX

- Face-to-Face and Online Instruction of Graduate and Undergraduate Level Courses

Accounting, Administrative, and Human Resources Work History

Ernst & Young, LLP

Mar. 2011 – Dec. 2011

Shared Services Center, HR Compliance – Visa, Immigration & I9 Support Team

Dallas, TX

Operations Administrator

- Assisted Immigration Liaison with the Permanent Electronic Review Management (PERM) job market testing
 - Facilitated communication between and interacted with *Egan, LLC* (Immigration Business Law Firm), Recruiters, and People Consultants to ensure accuracy of initiation and recruiting with respect to the PERM process for numerous Foreign Nationals
 - Reviewed resumes submitted through Taleo and qualified/disqualified them against recruitment requirements, conducted candidate phone screens when necessary, and managed the PERM central tracker.
- Initiated various Visas and Labor Condition Applications (LCAs) for Foreign Nationals working for Ernst & Young
- Continuously updated Employee's Visa information
 - Reviewed Visa approvals, cross-referenced information with *Egan's* Immigration Tracker, and updated information in PeopleSoft

The Uptime Institute (Computer Engineering)

Mar. 2006 – Apr. 2007

Bookkeeper

Santa Fe, NM

- Processed payroll for a 32-person organization
- Prepared the 2007 budget for the shared administration category of the parent company

National Credit Union Administration (Supervising Agency for Federal Credit Unions)

Jan. 2004 – Oct. 2004

Accounting Clerk

Austin, TX

- Reconstructed bank reconciliations & other schedules for troubled credit unions.
- Filed missing state & federal tax returns and audited existing filed forms.

Accounting, Administrative, and Human Resources Work History (cont.)

The Mozzarella Company (Artisan Cheese Factory) Sept. 2002 – Oct. 2003
Administrative Assistant Dallas, TX

- Handled accounts receivable for wholesale/retail food companies
- Developed and helped coordinate special event programs

Hospitality Work History

SuperMedia Hotel & Conference Center (ARAMARK) July 2010-December 2010
Food & Beverage Director Dallas, TX

- Responsible for two food and beverage locations totaling \$1.3 million in revenue
- Created new menu ideas for the 4-week cycle menu and all VIP catering menus

Risley Dining – Cornell University (Campus Dining Hall) February 2010 – April 2010
Food Service Worker/Grill Station Trainer Ithaca, NY

Cornell's Adult University (On-Campus Summer Program) 2009 Summer Internship
Head Hospitality Coordinator Ithaca, NY

- Ordered, purchased, and received all food and beverage items
- Prepared all break-food items for approximately 350 guests
- Coordinated on-campus meals and special events with Cornell Dining and Catering

Joe's Restaurant (220 Seat Casual Dining Italian Restaurant) May 2008 – June 2009
Assistant Manager Ithaca, NY

- Implemented and carried out a menu costing program successfully
- Lowered bar cost by 20% through analysis and changes
- Conducted weekly bar inventory and orders

The Statler Hotel and Various Restaurants 2001 - May 2008
Valet and Food Server NC, NY & TX

Tarantino Culinaire, Inc. (Café, Catering Company, and Cooking Classes) Oct. 2004 - Dec. 2005
Owner Lubbock, TX

- Created/developed business plans for food manufacturing, catering, and culinary education
- Hired, trained, and supervised a staff of two full-time and three part-time employees
- Co-conducted catering events ranging from three people to two hundred

Academic Accomplishments

FSP Industry Interest Competition Honorable Mention • Steamboat Scholar Finalist • Cornell University SHA Models of Excellence Class Representative • Hotel Marketing Plan – La Tourelle Resort & Spa - Group Project Class Winner

Professional Associations and Volunteer Work

Financial Planning Association (FPA) • VITA – Volunteer Income Tax Assistance e-filer

Technical Skills

Destiny • Canvas • Blackboard • ScreenFlow • Vimeo • Salesforce XLR8 CRM • SmartOffice CRM • RedTail CRM • MS Office Suite - Advanced Excel Skills • Laserfiche Certified • Income Discovery – Retirement Income Planning Software • Morningstar.com • Morningstar Office • MoneyGuidePro • eMoney • Money Tree • NaviPlan • Overlap.com • Schwab Portfolio Center • Everplans • Horseshmouth Savvy Social Security Calculator Software • QuickBooks Pro • PeopleSoft • Profiles Professional • Lotus Notes • Oracle Taleo