



Thomas A. Golden, Jr.
City Manager

Shawn Machado
Assistant City Manager

February 28, 2023

Mayor Sokhary Chau
And
Members of the City Council

Re: Board of Parks
Appointment of Kah Ndi

Dear Mayor Chau and Members of the City Council:

Pursuant to the authority specified under Mass. G.L. Ch. 45, § 2 and the Code of the City of Lowell, Article VI, § 9-20, it is with pleasure that I am appointing Kah Ndi as a member of Lowell Board of Parks, to fill the unexpired term of Melissa Desroches, which term shall expire on May 17, 2027, or such time thereafter as a successor is appointed and qualified.

Confirmation by the City Council is required for this appointment and is hereby requested. I have attached her resumé for your review.

I would be happy to answer any inquiry you may have concerning this appointment.

Very truly yours,

Thomas A. Golden, Jr.
City Manager

cc: City Clerk
City Solicitor
Board of Parks
City Auditor
MIS
HR Director

KAH NDI

SUMMARY

Expertise with Accounting, Marketing, and Organizational Behavior Practices and Principles, Strong communication, presentation, and relationship management skills, Proven ability to work well under pressure, Excellent critical thinking and problem solving skills, Proficient with academic financial management systems and experience with SAP, CCH Research, Microsoft Office Suite, NetSuite, Oracle, PeopleSoft, QuickBooks, Siebel, Salesforce, SQL

EDUCATION

University of Massachusetts Boston, Boston, MA
Master of Science in Accounting, GPA 3.8/4.0

Washington and Lee University, Williams School of Commerce, Lexington, VA
Bachelor of Science, Business Administration with Special Attainments in Commerce

EXPERIENCE

Massachusetts Institute of Technology, Koch Institute for Integral Cancer Research April 2018-January 2023
Financial Coordinator

- Generate financial forecasts for projects and provided alternate scenarios for PIs' decision making
- Collaborate with PIs and researchers regarding direction of projects
- Conduct monthly Financial Review Controls to reconcile lab spending
- Oversee access to lab services, use of department procurement cards
- Collect financial records and approve allowable transactions
- Submit and approve invoices for projects, create and approve purchase orders for PIs and researchers
- Create methodologies that result in more efficient and effective financial processes
- Communicate with other departments regarding pertinent lab financials
- Promote a collaborative and collegial environment amongst researchers and administrators in a lab of 150 people

Public Consulting Group (Public Partnerships Limited) February 2017-April 2018
Tax Accountant

- Prepared and submit Federal and State payroll tax filings on monthly and quarterly bases
- Identified bank reconciliation discrepancies and work with the Finance team to provide a solution
- Prepared correspondence to address tax notices and resolved outstanding issues with clients and tax agencies
- Performed ad-hoc projects focused on process improvement and training peers

MIT Office of Sponsored Programs, Cambridge MA March 2016-January 2017
Data Administrator

- Solved problems and answered questions during the award set-up process for Administrators and PIs
- Liaised between Grant and Contract Administrators and Data Team to clarify the terms of agreements
- Reviewed agreements between Institution and sponsors, synthesizing data for use in award setups and budgets
- Recorded appropriate award and budget data in Quali Coeu and SAP systems to create accounts
- Delivered award notifications to Department Administrators

Fresh Pair (self-employed), Lowell, MA January 2015-April 2016
Consultant

- Leveraged accounting and business background as a consultant to small-business owners and start-ups
- Advised business managers on filing taxes and accounting practices
- Focused on business owners that were unfamiliar with US GAAP and taught basic accounting
- Drafted business plans for business owners and prospective owners
- Prepared taxes for individuals in varying tax brackets

Constant Contact, Waltham, MA November 2014- March 2015
Marketing Assistant/Data Management

- Researched and collected information on current and potential clients, cataloging for future use
- Assessed the lead generation viability of a recently developed source code search engine
- Cleaned up data in Omniture web analytics system

PricewaterhouseCoopers, LLP, Boston, MA

January 2013 – March 2014

Experienced Tax Associate

- Coached new hires on using tax technology and creating tax returns
- Completed and self-reviewed federal and state tax returns, withholding forms, and extensions
- Conducted state tax law/provision research for client consulting deals
- Examined clients' payrolls and other financial statements for analysis and consultation purposes
- Produced templates and work papers to be used for tax return production for April 15 and September 15 deadlines

Office of the State Auditor of Massachusetts, Boston, MA

September 2011 – January 2013

Staff Auditor

- Acted as point-person/liaison between the Audit Manager and audited party's executives and staff
- Conducted financial and performance audits of government entities, non-profits, and third party organizations
- Analyzed financial records to confirm proper use of state government funding
- Identified areas for efficiency improvement and cost reduction
- Created and completed work papers for use by Audit Team in financial analyses
- Published findings in public reports for review by interested parties