

# KENNETH J. ST. MARTIN

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## TEACHING EXPERIENCE:

### ADJUNCT PROFESSOR MATHEMATICS BOSTON COLLEGE

September 2012 – Present

*Introductory and Intermediate College Mathematics*

Chestnut Hill, MA

### PROFESSIONAL MATHEMATICS TUTOR

September 1990 to Present

Raynham, MA

### PLYMOUTH-CARVER HIGH SCHOOL

September 1976 - June 1980

*Mathematics*

Plymouth, MA

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## PROFESSIONAL EXPERIENCE:

### BROWN UNIVERSITY

March 2013-Present

*Associate Director, Brown University Bookstore*

Providence, RI

- Generate monthly Financial Profit Statements of yearly sales of almost \$10,000,000 for Brown Bookstore and Brown University senior management to meet or exceed Brown Bookstore bottom line budget goals
- Provide fiscal yearly projections to Brown University for budget adherence tracking within University guidelines
- Monitor all Bookstore expense accounts of over \$3,000,000 to assure University financial fiscal plan compliance
- Supervise Brown Bookstore Finance Office, Customer Service, Loss Prevention, Shipping and Receiving and Web operation team to reduce costs in all variable expense accounts
- Develop weekly payroll goals within Brown Bookstore budget that correlates to sales history and payroll trends

#### Accomplishments:

- Reduced Bookstore payroll in excess of \$100,000 by assessing daily payroll verse daily hours sales
- Produced excel balancing spreadsheets for cash office custodian resulting in accurate and timely daily sales for the Brown Bookstore within the standards of Brown University cashier auditing
- Attained successful change over from previous FRS financials to new Workday Financials which yielded accurate financial reporting and new additional Profit and Loss statements designed for the five individual cost centers within the yearly Bookstore revenue sales

### BOSTON COLLEGE Follett Higher Education Group

July 2008 – July 2013

*Operations Manager, Bookstore*

Chestnut Hill, MA

- Directed operations of Cash Office and Front End activities to facilitate annual sales of \$9,000,000
- Managed and reported yearly payroll of \$300,000 of vacation and sick time by use of excel accrual tools for the Boston College employees who were employed by Follett Company
- Maintained and distributed over \$100,000 of contractual donations for the Bookstore
- Primary liaison for all operational maintenance needs for Follett Company and Boston College
- Presided over coordination of new telephone lines and equipment for Follett Company and Boston College

Accomplishments:

- Accurately tracked contractual yearly donations of \$100,000 within the Boston College campus by generating complex excel spreadsheets monitoring previous and current fiscal years.
- Composed a comprehensive opening/closing manual for Management encompassing all essential responsibilities to successfully operate the Bookstore during weekly opening and closing hours.

**BOSTON COLLEGE**

Chestnut Hill, MA

July 1993 – July 2008

*Assistant Director Operations & Business Affairs, Bookstore*

- Served as principle Salary Administrator of Boston College PeopleSoft Systems; monitoring salaries, vendor invoicing, purchasing, and human resource procedures
- Oversaw and regulated budget and financial operations of the Bookstore, which had revenue in excess of \$17,000,000
- Prepared all the Bookstore daily/monthly financial sales spreadsheets
- Supervised Business Manager, Accounts Payable/Receivable, Customer Service Representative, Cashier Supervisor, and all cashier and service personnel
- Served as primary liaison between the Bookstore and Auxiliary Services, Risk Management, Controller's Office, Financial Management Systems, and Missouri Bookstore Systems
- Supervised and coordinate yearly Bookstore inventories with Auditing Department and Regis Inventory while calculating yearly gross margins and cost of goods sold

Accomplishments:

- Created payroll analysis for the Bookstore, resulting in a 10% reduction of payroll with a savings of \$160,000
- Selected as team leader and implementer of Delta AVA Study which produced a projected combined cost savings and increased revenue of over \$928,000
- Redesigned and upgraded 25 computer Point of Sale terminals, located in three locations, resulting in reduced transaction time, increased productivity, and enhanced detail reports
- Automated Cash Office reconciliation and procedures, resulting in a University Auditing Award recognition
- Coordinated and maintained MBS/FMS Gateway project which automatically exported Bookstore sales directly into the Boston College PeopleSoft Financial System
- Developed Bookstore Operations and Procedure Manual which produced detailed descriptions of all Bookstore tasks and procedures.

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**PROFICIENCIES:**

- **Budget forecasting-** Preparing and analyzing financial reporting data for management, accurately and to timescales, utilizing Microsoft excel, PeopleSoft Systems, and Workday Financials
- **Problem analysis -** Resolving problems in a systematic manner with transparency, efficiency, and quality
- **Planning and organizing –** Enhancing planning and organizational skills that balance work and team support in a timely and professional manner.
- **Management-** Hiring, scheduling, training and mentoring of exempt and non-exempt personnel while effectively communicating with upper management
- **Leadership-** Encouraging and succeeding with the development of others to achieve specific team goals.

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**EDUCATION:**

**BOSTON COLLEGE**

Master of Science, Administrative Studies

Chestnut Hill, MA

May 1998

**BOSTON COLLEGE**

B.A., Math/Education, Cum Laude

Chestnut Hill, MA

May 1976

**BRIDGEWATER STATE UNIVERSITY**

Supplementary courses in advanced mathematics

Bridgewater, MA

December 1981