

# Emily (Mimi) McFadden, Ed.D

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## Professional Experience

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**2018–present**                      **Terrapin Bookkeeping, LLC**                      **Manchester, MA**

### **Founder/Owner**

- Provide accurate and precise bookkeeping and financial consulting for small businesses
- Support business owners in making strategic decisions
- Provide Quickbooks setup, support and oversight including integration of Square and other point-of-sale software
- Create company dashboards, financial reports, budgets and procedures; provide data analysis; inventory, and bank reconciliations; manage and process sales tax; work directly with accountant for year-end adjustments
- Provide oversight with human resources including payroll processing, workers comp, benefits and employee compensation and processing employee expense reports

**1998–2019**                      **SchoolWorks, LLC**                      **Beverly, MA**

### **Co-Founder/Business Manager/Treasurer**

- Developed, executed, maintained and oversaw the entire budgeting, financial and human resources systems in the company
- Set up Quickbooks and was responsible for all aspects of Accounts Receivable and Accounts Payable
- Developed all project budgets and produced ongoing financial reports for project managers
- Developed and was responsible for maintaining all employee payroll, policies, company procedures and all related HR aspects of the company

**1997-1998**                      **COMAP**                      **Lexington, MA**

### **Curriculum Developer**

- Assisted in the development of professional development materials for elementary mathematics teachers using University of Chicago's Everyday Mathematics Program
- Conducted mathematics training sessions piloting the BRIDGES materials for elementary school teachers at various schools across the country

**1995-1997**                      **Boston University**                      **Boston, MA**

### **Adjunct Faculty and Grant Assistant**

- Taught several undergraduate and graduate mathematics methods courses for students studying to be math teachers
- Assisted a mathematics education professor on her grant to improve mathematics teaching in the Chelsea Public Schools as part of the Boston University-Chelsea Schools Partnership. Responsibilities included training and support of mathematics teachers at all levels in the Chelsea School system; researching and incorporating new mathematics curricula for the schools; managing the budget for the grant; writing and editing of documents associated with the project

**1994-1995**                      **Emerson College**                      **Boston, MA**

### **Adjunct Faculty**

- Taught two sections of an undergraduate algebra course.

**1992-1994**                      **Brimmer and May School**                      **Newton, MA**

### **Mathematics Teacher**

- Taught various mathematics classes grades 5-12 over a period of two school years
- Served on the admissions committee

## Education

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### **Boston University**

B.S. in Education, 1988

Ed.M in Mathematics Education, 1992

Ed.D in Mathematics Education, 1998