Contact

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Top Skills

Investments
Financial Markets
Generative AI Tools

Languages

English (Full Professional)
Spanish (Native or Bilingual)

Certifications

Financial Success for Nonprofits Certificate
Securities Industry Essentials (SIE)

Moises Benzaquen

Finance Professional
Miami-Fort Lauderdale Area

Summary

Finance professional with 8+ years of experience in financial operations, relationship management, and budgeting.

Experience

Michael-Ann Russell Jewish Community Center

8 years 7 months

Procurement and Scholarships Director

August 2026 - Present (4 months)
Aventura, Florida, United States

Lead procurement, vendor management and purchasing controls for an organization with an annual budget of approximately $23M, and oversee its scholarship assistance program.

PROCUREMENT & FINANCIAL OPERATIONS

• Manage purchasing processes across departments and a network of 200+ vendors.
• Negotiate pricing, contract terms and vendor arrangements to lower costs and improve value.
• Consolidate vendors where appropriate to improve purchasing efficiency and cost control.
• Identify cost-control opportunities across purchasing and operating expenses beyond the organization's ~$9M in fixed costs.
• Implemented a new corporate credit card and expense management system.
• Helped develop purchasing controls, approval thresholds, policies and procedures.
• Perform month-end consolidation of purchasing and expense activity in MIP Accounting.
• Systems: MIP Accounting, Microix, Ramp, Microsoft Excel.

SCHOLARSHIP PROGRAM (since 2023)

• Oversee ~$350K in annual scholarship assistance supporting 200+ families each year.

• Review 350+ applications annually for eligibility and documentation; coordinate award decisions.
• Partner with Finance on scholarship budgeting and allocation; monitor program activity and prepare reporting.
• Handle sensitive family financial information confidentially and maintain complete records.
• Support outreach and fundraising initiatives when applicable.

Counselors in Training and Field Trips Coordinator
May 2018 - Present (8 years 7 months)
Miami, Florida, United States

• Planned and coordinated 170+ field trips, managing vendors, transportation, scheduling and logistics.
• Built itineraries and coordinated staff and external vendors on each trip.
• Owned safety procedures, planning and execution.
• Mentored and trained Counselors in Training in leadership, communication and problem solving.

After School Program Director
August 2019 - August 2026 (7 years 1 month)
Aventura, Florida, United States

Ran a department serving ~120 children, with ownership of its budget, staffing and operations.
• Managed a ~$350K annual departmental budget and allocated staff and resources against it.
• Supervised a team of ~15 employees; led staff training and professional development.
• Served as primary contact for families and partner schools, building long-term relationships and resolving issues directly.
• Managed enrollment, communications and day-to-day operations.
• Promoted the program through marketing and community outreach, contributing to higher enrollment and visibility.

Maccabi Tzair Program Coordinator
August 2018 - May 2022 (3 years 10 months)
Aventura, Florida, United States

• Coordinated operations for a Saturday program serving 500+ participants.
• Supervised a volunteer Board of Directors and youth leadership teams; led board and counselor meetings.
• Built systems and procedures for rosters, attendance tracking and follow-up.
• Managed supplies and inventory, anticipating needs ahead of each program.

• Led parent communications and supported marketing through email and social media; coordinated department events.

C.S.C.D.E Hebraica

Administrative Manager of the Youth and Education Department

August 2016 - May 2018 (1 year 10 months)

Caracas, Venezuela

Administrative management of the Youth & Education Department before relocating to the United States.

• Managed departmental administration and day-to-day operations in support of department leadership.

Education

Western Governors University

Bachelor of Science, Finance · (December 2026)