



MONICA HERNANDEZ-LARA

Director of Business Management
CARBON SOLUTIONS LLC

EDUCATION & TRAINING

MBA | Business Administration

[University of New Mexico](#) | 2021

BS | Major: Anthropology, Human Evolutionary Ecology

[University of New Mexico](#) | 2002

PROFESSIONAL EXPERIENCE

Director of Business Management | [CARBON SOLUTIONS LLC](#) | 2023–Present

Coordinate with project managers and assist with executing strategies to meet project deliverables, staffing needs, and other resources as needed. Collaborate with CEO and Directors to meet business administration needs of Carbon Solutions LLC, and Support staff to achieve their goals.

Professional Staff Assistant | [Los Alamos National Laboratory](#) | 2016–2023

Provided technical support to Laboratory staff as subject matter expert on Laboratory Directed Research & Development Program Office's project lifecycle processes. Oversaw reporting requirements and peer review of projects. Continued process management for project lifecycles. Developed project compliance analysis tools. Maintained expense reporting for domestic and international contracts. Audited and improved procedures for international and domestic contract AP/AR.

Court Administrator | [Los Alamos Municipal Court, New Mexico](#) | 2013–2016

Identified change in practice needs and developed procedures. Performed cost analysis of programs implemented with the department. Oversaw contractors within department. Collaborated with other departments to determine needs for community. Assured court compliance with Public Information Laws. Managed attorney cases. Prepared and processed legal documents, including the preparation and issuance of court orders. Managed programs within department.

Office Manager | [Lorraine Hartway, CPA, New Mexico](#) | 2008–2015

Coordinated and submitted final reports and documents for corporation closures. Performed after-the-fact entry of AP, AR, entry of payroll, and reconciliation. Prepared individual Federal and state tax returns for CPA review and approval. Served as point of contact for all clients for business tax, personal tax, and accounting services.

Business Manager | [Little Forest Playschool, New Mexico](#) | 2004–2006

Maintained reporting and registration with the NM Public Regulation Commission and Children, Youth, and Family Department. Identified performance deficiencies with accounting software and developed procedures and tools to identify and correct errors. Maintained GL, AP, AR, Payroll, and audit requirements.

VOLUNTEER WORK AND OTHER PROJECTS

- Mesa Prieta Petroglyph Project, NM | 2023–Present
- First Born Program of Los Alamos, NM, Board Secretary | 2022–Present
- Hill Stompers, Los Alamos, NM | 2015–Present
- Leadership Los Alamos, NM Board Member and Liaison | 2015–2019

PROFILE

Monica is the director of business management at Carbon Solutions LLC. She uses her experience with supporting a DOE Laboratory's R&D staff scientists and engineers, non-profit organizations, the judicial field, youth advocacy organizations, and cultural resource management efforts to problem solve business systems with a unique perspective. Monica builds business solutions to increase the efficiency of the research team to address low-carbon energy challenges.

CONTACT INFORMATION

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