

Holy Cross Our Lady of Lourdes St. Bernadette St. Thomas More Sts. Peter and Paul Dual Language Academy

Consortium Office Team Directory

ADDRESS: 4501 S. 41st St; Omaha, NE 68107 PHONE: 402-590-2810

Name	Title	Responsibilities/Areas of Expertise	Email
		Works as chief administrative officer for all Consortium	
		schools, collaboratively with the support of pastors,	
		administrators, faculty, parents and Board of Directors to	
Chris Nelson	Executive Director	ensure the effective operation of the schools.	cmnelson@archomaha.org
		Develops and oversees budgeting, purchasing, accounts	
		payable, accounts receivable, payroll and all other business	
		management activities. She also serves as treasurer for the	
	Business Manager	OCSC board of directors.	
		Assists new employees with tax and benefit paperwork, enters	
		and maintains HR and payroll information, answers general	
Daisy Mora	Office/HR & Payroll Coordinator	questions from employees.	dfmora@archomaha.org
		Manages incoming invoices/statements, handles accounts	
		receivable processes by reviewing and reporting on accounts,	
Brandi Diaz	Bilingual Customer Service Representative	in addition to cusomter service duties with families.	bldiaz@archomaha.org
	·	Manages incoming calls and walk-in visits from families and	
		guests, managest payments, works on accounts to help	
Hazel Deman	Customer Service Representative/Project Collaborator	families in management of necessary paperwork.	hdeman@archomaha.org

Visit www.omahacsc.org for more information about our schools.