

R E S U M E

Ralph G. Hall

811 Delphi

Duncanville, Texas 75137

Telephone: Home (214) 296-2681 Office (214) 333-8731

PROFESSIONAL EXPERIENCE

VICE PRESIDENT OF BUSINESS SERVICES

MOUNTAIN VIEW COLLEGE

OCTOBER, 1977 - PRESENT

Responsible for the organization and operation of financial and business affairs of the college and the various non-instructional support services including the business office, payroll/personnel financial aid, physical plant, safety and security, college store, food service, physical asset inventory, college computer services, mail, printing, typesetting and graphic services.

DIRECTOR OF BUSINESS OPERATIONS

MOUNTAIN VIEW COLLEGE

MAY, 1973 - OCTOBER, 1977

Responsible for general accounting activities, payroll, registration, college store, mail and printing services, recruitment and staffing, with line responsibility for the physical plant, safety and security, and food service. Other on-going responsibility for budgetary control, development of business office and financial aid procedures, and federal project monitoring and reporting.

ACCOUNTING SUPERVISOR

DALLAS INDEPENDENT SCHOOL DISTRICT

OCTOBER, 1971 - MAY, 1973

Responsible for implementation of state financial bulletin (679), designed to give Texas school districts the advantages of programmed budgeting--the DISD being the first major school district to successfully implement. Supervised six full-time accountants responsible for the preparation of monthly financial statements, bank reconciliations, accounts payable and receivable, budgeting, software design and refinement, and year-end financial reporting.

ACCOUNTANT/TAX CONSULTANT

HENRY P. MATHEWS, P.A., DALLAS

JUNE, 1971 - OCTOBER 1971

Responsible for client accounting for small and medium size sole proprietorships, partnerships, and corporations including monthly financial statements and tax returns.

Resume
Ralph G. Hall

ACCOUNTANT
WILLIAM E. RUSSELL, P.A., GLENDALE, CA
AUGUST 1970 - JUNE 1971

Responsible for the conversion of client accounting to a computerized system using Control Data RPG 21, preparation of monthly financial statements and tax returns through the corporate level. Position required the identification, initial contact, follow-up and servicing of client accounts.

TEACHING EXPERIENCE

Principles of Accounting, Four Semesters, Mountain View College

EDUCATION

Advanced study in College Business Management sponsored by the National Association of College and University Business Officers.

Bachelor of Science Degree, Major-Accounting, Minor-Business Management, Southeastern Oklahoma State University, Durant, Oklahoma, 1970.

High School, Hartshorne, Oklahoma, 1966.

PROFESSIONAL MEMBERSHIPS

National Association of College and University Business Officers
National Council of Community College Business Officers
Southern Association of College and University Business Officers
Texas Association of Community and Junior College Business Officers

PERSONAL DATA

Birthdate: January 30, 1948

Marital Status: Single, two daughters: Angela, 14 and Kimberly, 5.

Health: Excellent