

Experience in Finance, Accounting and Management Information Systems
Masters Degree with Concentration in Accounting and Finance
“Big Four” Accounting and “Higher Education” Background
Management Experience
Certified Public Accountant

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Formal Education:

Master of Professional Accounting - University of Texas at Arlington (1990), Grade Point Average: 3.95 / 4.0, Concentration in Accounting and Finance.

Bachelor of Science - Texas A & M University (1983), Grade Point Average: 3.83 / 4.0, Graduated Magna Cum Laude.

Special Skills

Computer:

- Extensive knowledge and/or development expertise in Blackbaud General Ledger system, Microsoft Access, Excel and PowerPoint. Also an experienced user of SCT Plus Financial Records System, BrioQuery and Microsoft Word. Knowledge of Microsoft FrontPage, Raiser's Edge, Datatel Uniquery data retrieval and Datatel (general screens).

Public Speaking:

- Accomplished speaker and former officer / member of Toastmasters International. Winner of division and area speech contests.

Professional License/Organizations:

- Certified Public Accountant – Texas

Work Experience:

Controller / Director of Budget, Investments and Risk Management – Collin County Community College District (January 2002 – present)

- Converted Financial Statements over to new presentation format in conformance with GASB 34 and 35 guidelines. Developed the templates and crosswalk for the Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, and Statement of Cash Flows for audit files. The auditor praised the quality and accuracy of the statements to the audit committee.
- Implemented Foundation financial accounting software system (created chart of accounts, defined system reports, installed software and trained accountant) resulting in more accurate, controlled and timely accounting of financial records. Old system was manual excel spreadsheets and checks.
- Promoted to Controller after 1 ½ years.
- Awarded a Certificate of Distinction by the Government Treasurer's Organization of Texas for the District's Investment policy.
- Comprehensive Annual Financial Statements received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United State and Canada.

Primary management responsibilities include budget development, general accounting, grant and contracts accounting, foundation accounting, auxiliary accounting, risk management, and investment

management. The District's current budget includes over \$119 million in revenues and expenses (\$77 million operating, \$6 million auxiliary, \$7 million grants, \$20 million building, and \$9 million debt funds). Investment duties encompass overseeing the District's \$90 million dollar investment portfolio to ensure compliance with the Public Funds Investment Act. Other duties include managing accounting staff and ensuring insurance coverage for the District. Also serve as a member of the student activity fee advisory committee.

Director of Finance / Manager, Foundation Accounting – Dallas County Community College District Foundation (March 1998 – January 2002)

- Management oversight of the Foundation's investment portfolio during the first two years resulted in tripling overall investment return of prior manager's yearly return and performed better than the market indexes in remaining years.
- Developed easy-to-read, industry standard financial statements and investment management reports resulting directly in the Foundation's Treasurer and Finance Committee Chairman personally making a \$1 million dollar donation.
- Successfully implemented Blackbaud General Ledger and Accounting system saving the district \$56,000 in consultant fees.
- Streamlined month-end closing process from five months to 20-30 days resulting in more timely and meaningful data. Also automated portions of management reporting process enabling the Foundation to generate reports one day after month-end as compared to prior system's 30-60 days.
- Created Microsoft Access system to track and report on Foundation's student scholarships. System converted stacks of paper into database files resulting in the elimination of double payments and improved reporting capabilities.
- Recognized on last performance review for reputation of quality work from the Chancellor to the support staff, donor relations, and people skills.
- Recognized in Who's Who for accomplishments at the Foundation.

Managed the finance, accounting/auditing, budgeting, and student scholarship administration functions of the Foundation. Investment duties included overseeing the performance of external investment managers, managing the administration of over 2,500 scholarships yearly, maintaining the general accounting system and supervising the accounting of all disbursement/receipt activities for over 400 funds. Also served as a member of the Vice President's Business Council for the District's seven colleges and District Information Technology committee.

Performance Analyst - Lockheed Martin Vought Systems (Jan 1997 - Feb 1998)

- Earned Cost/Schedule Variance analysis certification with highest overall grade average among Lockheed employees. Certification required formal training and testing of financial/budget analysis techniques.
- Selected to oversee operations of planning and analysis performance management system. System is primary planning and analysis tool for over 100 analysts.
- Developed various MS Access automated databases saving thousands of dollars in development and reporting costs. Databases utilized visual basic modules, macros, menus and pivot tables.
- Last performance review commended for performing at a much greater than expected level and performing tasks expected of more senior personnel.

Analyzed and developed monthly financial reports summarizing Lockheed's cost performance on various contracts and projects. Analytical tools utilized advanced computer techniques focusing on forecast projections, budget comparisons, cost/schedule analysis and Earned Value analysis. Also reconciled financial systems and made cost adjustments.

Oversaw daily operations of cost/earned value management system. Duties included performing cost transfers, trouble shooting system problems, identifying quality improvements and interfacing with programmers for system upgrades and modifications.

Senior Financial Analyst / Financial Analyst - Federal Deposit Insurance Corporation (Mar 1992 to Jan 1997)

- Awarded "Special Act or Service Award" for developing and effectively implementing automatic report updating process saving hundreds of man-hours per year.
- Presented "Sustained Superior Performance" for outstanding overall work over a sustained period of time at a level greater than current grade.
- Selected employee of the month by peers.
- Chosen to design reporting/analysis department's reports and oversee our quality control. Set standards and policies for development of new monitoring reports.
- Received STAR Award for recognition of outstanding contributions to other departments.

Acted as lead management reporting analyst monitoring and preparing financial reports detailing the performance of contractors and the FDIC at managing over \$10 billion dollar in assets. Technical analysis, such as comparative ratios and trend analysis, used to identify efficiency and productivity issues. Analytical tools used advanced computer and modeling techniques. Also responsible for development, testing and maintenance of relational databases and reporting systems to monitor contractor performance.

Coordinated and evaluated contractor's and FDIC financial budgets. Budgets were for 12 contractors liquidating an approximately \$30 billion dollar portfolio for the FDIC. Technical analysis included developing models to project future collections and expenses based on historical information, conducting research on budget abnormalities, making recommendations for changes to submitted budgets, reviewing justification for expenditures and preparing management briefings on budgets.

Accountant – Financial Consulting and Tax (Level 2 and 3) - KPMG Peat Marwick (1990 – 1992)

- Advanced quickly (promoted after only six months).
- Completed experience requirements and received CPA certification.

Performed financial consulting assignments such as cash flow and present value analysis. Prepared income statements and balance sheets for income tax utilization. Conducted tax research and completed tax returns.

Graduate Student / Graduate Teaching Assistant - University of Texas at Arlington (1988 – 1990)

Graduate student within the business school at University of Texas at Arlington. Researched accounting issues, assisted preparing study guide and tutored accounting students.

United States Naval Officer - Ensign, Lieutenant JG, and Lieutenant - Honorable discharge (1983 - 1988 -- Active Duty)(1982 - 1983 and 1988 - 1989 -- Reserve Duty)

- Awarded Navy Commendation Medal.
- Recommended for accelerated promotion and ranked as one of the top officers in the Washington DC Area for outstanding leadership and organizational skills.
- Presented Letter of Appreciation as outstanding recruiter.

Managed team of civilian engineers, technicians, and inspectors overseeing approximately \$11 million dollars of construction projects. Team projects had the highest rate completed on or ahead of schedule and at or below budget. Duties included evaluating contract proposals/bids, coordinating

program requirements, reviewing initial plans and specifications, preparing cost estimates, negotiating contract modifications, overseeing quality control, monitoring contract compliance, managing project progress, completing contract closeout and preparing cost reports.