

**Experience
(cont.)**

Purchasing Manager (1997-1999)

- Managed the Purchasing Department
- Signed and approved purchase orders
- Oversaw the bidding, ordering, receipt, payment and inventory of office equipment and supplies
- Managed a five-year plan to estimate and track expenditures for computer and office purchases

Supervisory Compliance Auditor (1991-1997)

- Managed the audit program
- Planned and conducted over 500 audits of agricultural corporations throughout the country including detailed EDP auditing procedures
- Collected approximately \$500,000 in unreported fees primarily from the discovery of poorly designed Management Information Systems
- Worked with other departments to apply the laws to unprecedented audit situations
- Conducted internal operational and financial reviews for compliance with current State, System and TAES rules and regulations

1988-1991

Texas A&M University

College Station, TX

Programmer/Analyst for Computing Information Services

- Designed, developed and documented the following database systems for the Texas State Chemist Office:

Accounts Receivable	Auditing
Statistics	Security
Compliance	Registration
- Converted and maintained the following database systems for the Texas Agricultural Experiment Station Bookkeeping System:

Appropriations & Credits	Payroll
Purchase Orders	Vouchers
Budget	Year End Processing
- Supervised and organized tasks assigned to the project team
- Trained Texas A&M System employees in the use of IBM's Professional Office Automation System

Service

- Associate Director, Professional Program, 2000-2011
- Associate Member of the Graduate Faculty, 1999-2011
- Little Dribblers; Member of the Board of Directors and Basketball Coach, 2004-2011
- Parent Representative, Campus Improvement Committee; Lexington School System, 2008-2011
- Parent Representative, National Junior Honor Society, 2008-2011
- Volunteer Youth Director, Holy Family Catholic Church, 2010-2011
- Finance Committee, Holy Family Catholic Church, 1993-2008
- Secretary; Holy Family Catholic Church, 1997-2008