

OBJECTIVE

Dedicated and student-centered accounting and business instructor. Committed to delivering engaging, application-based instruction in participatory learning environments that promote real-world skill development. Passionate about helping students grasp financial and managerial accounting principles, while inspiring them to achieve meaningful professional and personal success.

EDUCATION

Master of Science in Accounting – Audit

May 2022*Jerry S. Rawls College of Business | Texas Tech University*

Master of Science in Business Administration – General Business

May 2012*Jerry S. Rawls College of Business | Texas Tech University*

Bachelor of Science in Restaurant, Hotel, and Institutional Management

May 2010*College of Human Sciences | Texas Tech University | Graduated Magna Cum Laude*

PROFESSIONAL EXPERIENCE

Assistant Professor – Accounting & Business

July 2022 – Present*Department of Business Administration & Computer Information Systems | South Plains College | Levelland, Texas*

- Teaching financial accounting, managerial accounting, business law, and basic business principles to students at the two-year college (undergraduate) level; focus on ensuring students comprehend financial statement analysis and reporting; highlight fundamental business concepts and processes.
- Develop curriculum, lesson plans, and supplemental tools for high-quality lectures; encourage interactive and collaborative discussions in class; foster student-led questions in an organized setting.
- Cater to various student learning styles; provide individual support for students struggling with course concepts; offer constructive feedback to promote growth.
- Work with a highly diverse student population, including non-traditional learners, ESL students, international students, students from large urban districts or small rural schools, and Texas Tech students concurrently enrolled at SPC and TTU.
- Create assessments, quizzes and exams to evaluate student comprehension and strengthen critical thinking.
- Effective in both individual and team settings; collaborate with departmental colleagues on teaching strategies and challenges; participate in faculty meetings and professional development activities.
- Advise students on academic and career goals, including transfer opportunities at four-year colleges.
- Teach in-person and online sections each semester (including summer sessions) with a strong focus on ensuring personalized attention for each modality.
- **SKILLS & STRENGTHS:**
 - Organizational and time management – manage coursework and assignments
 - Analytical and detail-oriented – prioritize accuracy
 - Strong communication and interpersonal skills
 - Motivated and innovative
 - Committed to student success and mentoring

Currently Teaching

- ACCT 2301: Financial Accounting, in-person and online sections
- ACCT 2302: Managerial Accounting, in-person and online sections
- BUSI 1301: Business Principles, hybrid section
- BUSI 2301: Business Law, online section

Payroll Senior Administrator

September 2021 – June 2022

Payroll & Tax Services | Texas Tech University | Lubbock, Texas

- Student-related work:
 - Nonresident Alien (NRA) tax compliance – processed student accounts and reviewed GLACIER documents; maintained databases and ran reports to analyze exemptions; guided students in tax return filing procedures; answered student questions and provided clear communication; hosted tax clinics and distributed tax information during the Spring semesters.
 - Scholarship review process – conducted numerous times each semester; reviewed NRA accounts for proper tax withholding codes; sent refund/charge requests to Student Business Services for processing.
 - Treaty renewals (annually) – assisted international students with completing the necessary paperwork to claim eligibility for tax treaties on compensation and scholarships, if applicable.
 - Engaged office's student assistants in projects for the team.
- Significant projects:
 - Form 1042-S distribution to all foreign national students with qualifying income (i.e., scholarships, fellowships, research); filed Form 1042 with the IRS for the Texas Tech University System.
 - Unrelated Business Income Tax (UBIT) annual project – gathered information; reviewed and verified data; prepared account summaries; created tax work papers for filing; prepared Form 990-T for IRS filing.
 - Performed weekly NRA tax remittance for Form 1042-S reporting with IRS; reconciled Cognos reports on distributions; submitted journal voucher for internal bank transactions on associated payments.
 - Reviewed moving expenses monthly and verified tax withholding amounts for employees.
- Additional responsibilities:
 - Mixed beverage tax report – ran monthly expense report; reviewed and reconciled transactions; processed payments and filed state tax return.
 - Maintained Banner information for both international students and foreign employees.
 - Routinely reviewed and approved Independent Contractor Questionnaires (ICQs); maintained approved Vendor list on the Texas Tech website.
 - Assisted with administrative duties on assigned dates, as needed; completed and maintained compliance and reporting training.

Donor Relations & Event Coordinator

October 2019 – September 2021

J.T. & Margaret Talkington College of Visual & Performing Arts | Texas Tech University | Lubbock, Texas

- Worked in partnership with the Development Director to build an annual strategic plan for donor stewardship and promote department goals while tracking progress for quarterly reporting.
- Sustained accurate expense reports and monitored expenditures; constructed annual and quarterly budget projections for the fiscal year; developed plans for utilization of funds.
- Served as project manager for the CH and Helen Jones foundations' grant cycles and reporting.
- Trained in Cognos report system, Xtender document storage, and travel policies.
- Maintained endowment records; performed extensive research on endowment accounts.
- Acted as project manager for extensive student scholarship letter process throughout the department; assisted with tracking awards, funding, and student eligibility; oversaw timelines.
- Served as liaison for special faculty projects and fundraising initiatives in collaboration with other units across campus; monitored respective operating policies to ensure compliance.
- Served as lead for Development-related special events, including logistics, guest list development, invitation distribution, event staffing, follow-up, and sponsorships at community events.
- Compiled meeting agendas, necessary reports, and other materials in Microsoft platforms to share with administrators and colleagues; organized internal files; updated leadership on new processes.
- Constructed donor communication through monthly correspondence and quarterly email distributions; provided donor data based on specific criteria.

Director of Events & Engagement

November 2016 – September 2019

Office of the Chancellor | Texas Tech University System | Lubbock, Texas

- Managed appropriate budgets for all events and supplementary needs of the Chancellor's office.
- Oversaw contracts for sponsorships, gifts for auction donations, and P-card purchases.
- Maintained strategic yearly planning of event calendar and weekly reporting to departments.
- Responsible for hiring and managing up to 6 Student Assistants; developed onboarding and exit processes; created student in-office schedules; ensured front office coverage and served as an alternate when needed.
- Focused on the planning of special events; served as the primary contact for all catering needs (meetings, receptions, special occasions, etc.), in addition to coordination of sporting facility suites.
- Implemented invitation strategies in coordination with numerous on-campus departments.
- Led recruitment efforts for potential TTU/HSC students currently in high school.

ORGANIZATIONS and COMMITTEES

Friends of the TTU System Political Action Committee – Director & Administrator (January 2024 – Present)

- Liaison for tax filings and Texas Ethics Commission reporting & compliance
- Facilitate all database information, organization, and distribution
- Monitor all bank transactions and coordinate donor recognition

Tenure Working Policy Group, South Plains College (Fall 2024)

Scholarship Committee, South Plains College (January 2024 – Present)

Student Success Advisory Committee, South Plains College (January 2024 – Present)

TTU Rawls College of Business Accounting Advisory Council – member (Fall 2023 – Present)

- Deloitte Foundation Accounting Scholars Program (DFASP) – External Selection Committee

Blackboard Ultra – development & presentation, South Plains College (August 2023 – Present)

Texas Tech University System Special Political Action Committee (Fall 2023)

- Accounting & treasury; event coordination; donor relations

Texas Community College Teachers Association – member (August 2022 – Present)

“Go Red for Women” Executive Leadership Team, American Heart Association (2019, 2020)

Junior League of Lubbock, Association of Junior Leagues International, Inc. (2015 – 2021)

- Membership Enrichment Chair (2018 – 2019)
- Volunteer Shift Coordinator (2017 – 2018)
- Food2Kids Spring Shift Supervisor (2016 – 2017)

Laura W. Bush Institute, Texas Tech University Health Sciences Center

- Community Advisory Board Committee Member (Spring 2016 – Fall 2018)

Search Committee on Vice Chancellor for Communications & Marketing, Texas Tech System (2016)

New Century Leadership Program, Lubbock Chamber of Commerce

- Steering Committee (Spring 2013 – Spring 2014)

Focus Lubbock Leadership Program, Lubbock Chamber of Commerce

- Steering Committee (Fall 2011 – Spring 2013)
- Program Graduate (Class of 2010 – 2011)

ACADEMIC AWARDS

Scholarships, Fellowships, and Grants

- Area of Accounting Scholarship | 2021-2022, 2020-2021
- Helen DeVitt Jones Part-time Graduate Fellowship | 2021-2022, 2020-2021
- Mamie W. Jackson Accounting Scholarship | 2021-2022
- Texas Tech Staff Senate Scholarship | Spring 2022, Spring 2021, Spring 2020
- TTU 2010 Incentive-2-Graduate Scholarship | 2010-2011
- Jenkins F.A. Scholarship | 2009-2010
- TPEG Grant, Non-resident Undergraduate | 2009-2010

RELEVANT COURSEWORK

Master of Science in Accounting | Master of Science in Business Administration

- ACCT 3304: Intermediate Accounting I
- ACCT 3305: Intermediate Accounting II
- ACCT 3306: Principles of Cost & Managerial Accounting
- ACCT 3307: Income Tax Accounting
- ACCT 4300: Accounting Systems
- ACCT 4301: Principles of Auditing
- ACCT 5301: Financial & Managerial Accounting
- ACCT 5305: Accounting Research & Communication
- ACCT 5309: Advanced Accounting
- ACCT 5303: Data Analytics for Accountants
- ACCT 5312: Introduction to Data Analytics
- ACCT 5319: Auditing Theory & Practice
- ACCT 5320: Analysis of Financial Accounting Information
- ACCT 5327: Advanced Income Taxation Accounting
- ACCT 5332: Ethics in Accounting
- ACCT 5334: Professional Accountancy
- ACCT 5392: Advanced Business Law

ACADEMIC VOLUNTEERISM

- *UIL Accounting Test*, judge & administrator
- *Skills USA Contest*, judge & administrator
- *Senior Sneak event*, department representative – South Plains College
- *Transfer Summit event* – Texas Tech University & South Plains College
- *SACS General Core Assessment*, grader
- *UIL Region 8: Texas Association of Future Educators Conference*

TECHNOLOGY PLATFORMS

Course-driven

- Cengage Unlimited, MindTap – primary source for building courses & assignments; eTextbook access
- Pearson REVEL – business law course content
- Blackboard Ultra
- Magic School AI
- HonorLock
- myBusinessCourse (student) – eCourses, online activities, eBooks
- Packback (student) – discussion platform with participation report
- Top Hat (student) – testing, in-class polls, homework/case submission, quizzes

Additional

- Raiderlink portal – course scheduling, grade distribution
- Alteryx, CATME, Tableau, SPSS Statistics – data analytics
- Banner application – student accounts, payroll
- TechBuy purchasing system
- Xtender document management system
- Zoom, Microsoft Teams, Skype for Business
- Microsoft Office (Word, Excel, PowerPoint)