

C. DENISE GRANT

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FUNCTIONAL SUMMARY

Highly personable and results oriented professional with over twenty years of experience managing all forms of financial transactions for major corporations. Demonstrated expertise in human resources, accounts management, training and development of personnel, and over 20 years experience managing people and their schedules.

PROFESSIONAL EXPERIENCE

TEXAS A&M GALVESTON – Galveston, TX

2015 to present

Business Coordinator II

- Account reconciliation
- Hiring
 - Creating and posting of positions
 - Arranging interviews
 - Gathering interview documents
 - Organizing documentation for submission to administration
 - Entering all information to complete the hiring and payroll process
 - Preparing space and training and business cards for new hires
- Ensure documents are uploaded to Interfolio for reviews, and promotion and tenure
- Complete offer letters for both faculty and graduate students
- Train staff and graduate students
- Pay corrections related to changes in summer schedule
- Assist with graduation events
- Participate in Ring Day
- Current Staff Council representative

Business Coordinator I

- Travel arrangements
- Completed Expense reports
- Reconciled department procurement card
- Maintain faculty files
- Student relations
 - Answer questions
 - Provide direction
- Faculty assistance
 - Registration completion

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Professional Experience Continued

- Resolve registration issues
- Room reservations
- Coordinate special events
 - WOW conference
- Assist with graduation events
- Participate in Ring Day
- Current Staff Council representative

Lead Office Associate

- Administrative support to the Texas A&M Maritime Academy
- Created and maintained US Coast Guard required documents and University student records for the Corps of Cadets
- Act as liaison to other departments, outside interests, and maritime academies
- Coordinate special projects

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT – League City, TX 2013 to 2015

Substitute Teacher

DICKINSON INDEPENDENT SCHOOL DISTRICT – Dickinson, TX 2013 to 2015

Substitute Teacher

WYNDHAM WORLDWIDE – HOTELS GALVEZ, TREMONT and HARBOR HOUSE – Galveston, TX
2011 to 2013

Accounts Payable

- Tax Audits
- Accruals – for 9 departments monthly
- ADACO administrator – automated purchasing system
- Oracle – reporting, balancing, updates for over 200 vendors
- 1099s
- Forecasting – upcoming payments on a weekly basis
- Research – short and over payments
- Data entry – invoice payments
- Review and validation of employee expense reports – all levels of employees

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT – League City, TX 2010 to 2011

Substitute Teacher

UHCL – Houston, TX 2009 to 2010

Student

- Enrolled in Accounting Masters program

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Professional Experience Continued

ARES CORPORATION – Houston, TX

2008 to 2009

Schedule Analyst for NASA's International Space Station

- Create, update, maintain and ensure accuracy of Certification of Flight Readiness Matrix
- Create, update, maintain and ensure the accuracy of assigned schedules
- Research and document information associated with Change Requests and their impact on launch schedules
- Create, update, and maintain online calendars

TEXAS SCHOOL OF BUSINESS – Friendswood, TX

2007 to 2008

Business Office Manager

- Human Resources – Managed basic benefits, obtained and performed background check, create hiring and training packets, schedule and track training of personnel - PeopleSoft
- Accounts Payable - Oracle
- Billing/Invoicing of both students and vendors – researching questions concerning charges and payments
- Payroll – 35 employees
- Meeting and training event planning – creating presentations and equipment set up, scheduling and reserving location, identify and follow up of tasks as requested during meeting/training, scheduling of accommodations, agenda, food; all for 12 to 100 people depending on type of event
- Accounts receivable – Tuition payments for 300+ students
- Training – HR, Benefits, use of various software by new employees, AP flow, expense reports, policy and procedures of school
- Cash controls – petty cash and creating and balancing bank deposits
- Expense reports – creating, validating and submission

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT – League City, TX

2006 to 2007

Substitute Teacher

LOS ALAMOS NATIONAL BANK – Los Alamos, NM

2002 to 2006

Collections and Legal Assistant

- Accounts payable – For department with check signing privileges

C. DENISE GRANT

Professional Experience Continued

- Posting debits and credits to general ledger accounts
- Create and maintain status reports of past due accounts that typically total \$60,000,000
- Manage foreclosed property, i.e. maintain, direct repairs and prepare for sale (values range from \$100,000 to \$10,000,000)
 - Including:
 - Requesting bids for contracts – assessing bids for use
 - Review of work performed to ensure all work is completed and up to standards
 - Provide documentation and paperwork necessary to file lawsuits to attorneys
- Create status reports for the Board of Directors
- Scheduled meetings for review of outstanding accounts, ensured all necessary documentation was available to all in attendance and presentations were prepared, notated responses for follow up
- Train personnel – department policies, software and collection procedures
- Implement payment arrangements on past due accounts
- Work with customers according to the Fair Debt Collection Practices Act

PHARMACY CORPORATION OF AMERICA (PHARMERICA) – Longmont, CO 1996 to 2003

Cash Supervisor

- Create, maintain and balance financial records for Corporate Report
- Reconcile pertinent general ledger accounts
- Oversee the posting of payments totaling over \$40 million dollars per month –manual, internet, lockbox and by phone
- Verify daily deposits completed in a timely manner
- Passed an independent external audit of all cash processes and procedures – “0” discrepancies were found
- Liaison for billing and collections between pharmacies and corporate office
- Recognized for excellent customer service history

Business Office Representative

- Responsible for approximately \$2 million in accounts receivable
- Track and reconcile facility accounts for 3 pharmacies, totaling over 450 accounts
- Reduced the days in A/R by over 60% in one pharmacy of responsibility and 30% to 45% in the other two pharmacies

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Professional Experience Continued

- Able to maintain excellent relationships with business and individual contacts for collection (received flowers each Christmas from one individual for helping him reconcile his mother's account even after employment ended) Played key role in reducing labor costs by recommending staff scheduling changes.

US NAVY and US NAVY RESERVE – Various duty stations

Personnelman

- Compiled, updated and kept detailed records for over 200 personnel, daily reports and data entry
- Completed Basic Electricity and Electronics "P" school

EDUCATION AND TRAINING

- BSBA University of Phoenix
 - 30+ hours of accounting
- UHCL – 12 hours graduate level accounting
- 2 years college Lamar University majoring in accounting
- Forest Park High School, Beaumont, TX
- Quality New Mexico
 - Trained as examiner for 2003
 - Team lead for 2003
- Certificates in:
 - Supervisory Aspects of Personnel Administration
 - Supervisory Practices
- Software
 - MS Word, MS Excel, MS Outlook, MS Project
 - PeopleSoft
 - Oracle
 - Canopy
 - Famis
 - Interfolio
 - AggieBuy
 - HOWDY
 - SOS
 - WorkDay