

**605 MEADOW CREEK DRIVE #109
LAS COLINAS, TX 75038
316-619-1643
PNX1@COX.NET**

EMPLOYMENT

Senior Financial Analyst

Caliber Home Loans – Irving, TX

September 2013 – Present

- Analyze market changes in salary and compensation for base pay, bonuses, guarantees, and incentives.
- Examine job types and job titles for salary purposes and monthly financial analysis (VLookUps).
- Partner with Human Resources to strategically manage and resolve compensation issues.
- Interpret, communicate, and educate HR and Managers on pay decisions, policies, job evaluations and descriptions.
- Administer complex compensation programs including annual salary planning process and incentive plans.
- Research best practices and trends; perform in-depth analysis on competitiveness and effectiveness of existing compensation programs.
- Conduct cost and trend analysis and provide tracking for key HR-related metrics.
- Monthly and quarterly reports and special projects including tracking plans, calculations, payouts, and reporting.
- Analyze laws and regulations and make recommendations on their impact to the company.
- Evaluate existing and proposed jobs and position descriptions.

Adjunct Professor Accounting

University of North Texas Dallas – Dallas, TX

January 2014 – Present

- Responsible for teaching the following courses both in the classroom and Online for the undergraduate degree of Accounting: Advanced Accounting, Accounting and Information Systems and Cost Accounting.
- Teaching a diverse population of traditional students, working adults, and returning students with a wide variety of educational backgrounds and experience.
- Using a wide variety of teaching methods to ensure student success. Well versed in Blackboard.
- Developed course syllabus, objectives, and course outline.

Finance Officer & Cashier

Astra Bank - Abilene, KS

April 2012 – August 2012

- Planned, evaluated, and managed financial operating results to bank management and Board of Directors.
- Analyzed and prepared financial reports.
- Managed regulations, policies, and procedures for accounting and financing control.
- Made strategic recommendations for policies, procedures, and processes for organizational and operational improvements.
- Developed fiscal policies and procedures and maintained all official accounting records in compliance with US GAAP requirements.
- Supervised payroll operations and employee benefits.
- Purchased and sold CMO's, mortgage backed securities, and bonds.
- Assisted in forecasting, annual budget, mergers and acquisitions. Coordinate annual audit and financial reports.

Performance Management – Operations Unit Manager

JPMorgan Chase Bank – Fort Worth, TX

February 2012 – April 2012

- Managed operational planning, project management, workload management, and productivity of mortgage processing.
- Measured and evaluated operational performance through weekly, monthly, and quarterly analysis and reporting.
- Set and assigned performance goals and priorities.
- Ensured effective operations through staff training and development.
- Managed operational performance and employee productivity.
- Analyzed and approved all hiring, transfers, and dismissal requests.
- Developed, wrote, and implemented unit related policies, procedures, and programs.

Independent Contract Work for consulting firms – 2011-2012

Accounting Manager – Grapevine, TX

Responsible for reconstructing monthly financial reporting, year-end financial statements, audit preparation, budget and forecast activities. Prepared and filed tax returns. Reconciled bank accounts, prepared journal entries and reconciliations, ensured all financial statements complied with US GAAP requirements.

Business Analyst – Addison, TX

Analyzed internal and external data reporting. Identified problems and defined solutions in a logical manner. Analyzed multi-department, core business processes, and implemented solutions to achieve business objectives. Worked with business and IT leads to complete technical designs for solutions. Managed design team regarding time lines, user guides, policy manuals, and general information. Ensured consistency regarding solutions within and across business lines. Managed quality reporting. Researched, analyzed, and summarized results of analysis. Analyzed sales revenues, costs, and tax rates.

Resolutions & Receiverships Analyst

Federal Deposit Insurance Corporation (FDIC) - Dallas, TX

December 2009 – September 2010

- Dallas Regional Analyst for Small Business Loans, FSA, HUD, FHA, VA, and USDA government guaranteed loans, responsible for financial analysis, refinancing, budgets, oversight management, cash flow, risk management, and accounting.
- National Analyst for Student Loans analyzing budgets, oversight management, and due diligence.
- Managed and sold \$40 million Student Loan Portfolio for \$8 million profit.
- Managed single family mortgage program, mortgage defaults, refinancing, and contracting team.
- Managed three subsidiaries, responsible for P&L, auditing, compliance, and value added analysis.
- Wrote policies, procedures, and guidelines for inclusion in the SAVE Manual. Updated economic projections.
- Assisted Governmental Accounting Office (GAO) in audit of SAVE data, manual, policies, and procedures.
- Advised and guided management regarding planning, directing, reviewing, analyzing the division's policies.
- Prepared, evaluated and presented management reports analyzing trends, key performance measures, and strategies.

Financial Analyst & Senior Accountant

Sedgwick County - Wichita, KS

June 1998 – December 2009

- Responsible for month end close process including preparing and distributing departmental financial statements, reconciling balance sheet accounts, which include bank reconciliations and fixed assets. Supervised a staff of six.
- Developed and implemented performance measures, process improvements, accounting procedures, and internal controls.
- Responsible for all accounting functions that include AP, AR, and month end adjusting general journal entries.
- Created monthly business reports containing financial and statistical data showing monthly, quarterly, and annual operational results for senior management providing information for management to make informed strategic decisions.
- Financial modeling, due diligence, trend forecasting, debt and equity financing, asset valuation, and treasury operations.
- Assisted in managing timely and accurate monthly closings and the preparation of consolidated financial statements.
- Responsible for financial analysis, liquidity, working capital, cash flow, GL account reconciliation, financial reporting, budgeting, strategic planning, business development, procurement, best practices, benchmarking, and payroll.
- Performed tax planning, federal and state reporting, analyzed financial ratios, performance measures, and budgets.
- In depth knowledge of US GAAP. Analyzed variances, performed technical research, budget forecasting (3 to 5 years).

Senior Mortgage Specialist

Intrust Bank - Wichita, KS

June 1992 – June 1998

- Responsible for loan and debt administration, credit analysis, risk assessment, underwriting, and loan approval.
- Extensive experience directing all aspects of lending programs and operations. Monitored trends and regulatory changes in banking, investment, and government systems. Trained, hired, and supervised a staff of fifteen.
- Analyzed, corrected, and reported on variances for GL accounts including operating expenses, cash, and payroll.
- Prepared yearly budgets, forecasts, financial analysis, and procurement. Performed tax planning, federal and state reporting, cash flow and P&L responsibility. Use US GAAP and FASB to determine proper financial statement disclosure.
- Assisted with implementation of new programs and improvements to the cash flow process and systems.

EDUCATION

Masters of Business Administration in Accounting

Bachelors of Science in Business Administration

Bachelors of Arts in Spanish

University of Phoenix

Newman University

Wichita State University

SOFTWARE SKILLS

SAP
Word
4C - NFE
Precision

Microsoft Project
PowerPoint
WebEx – IAMS
Fiserv

Excel
Access
SharePoint
ADP

H2O
PeopleSoft
Hyperion
Visio