

38134 - Director, Executive Budget Office - 60018329**Contact Information -- Person ID: 2217344**

Name:	Erin C Moon	Address:	14007 Cherokee Path Dr. Seneca, South Carolina 29678 US
Home Phone:	(864) 723-7338	Alternate Phone:	(864) 723-5704
Email:	ErinCMo@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	02/01

Personal Information

Driver's License:	Yes, South Carolina , 011519215 , Class D
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:	\$70,000.00 per year
Are you willing to relocate?	Maybe
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , On Call (as needed)

Objective

To obtain a position with a reputable organization while continuing my education.

Education

College <i>Anderson University</i> www.andersonuniversity.edu 3/2007 - 6/2008 Anderson, South Carolina	Did you graduate: Yes College Major/Minor: Criminal Justice Degree Received: Bachelor's
College <i>Tri-County Technical College</i> www.tctc.edu 8/2004 - 12/2006 Pendleton, South Carolina	Did you graduate: Yes College Major/Minor: Criminal Justice/Public Service Degree Received: Associate's
High School <i>Seneca High School</i> 8/2000 - 5/2004 Seneca, South Carolina	Did you graduate: Yes Degree Received: High School Diploma
Graduate School <i>Bellevue University</i> bellevue.edu 8/2013 - [Unspecified End] Bellevue, Nebraska	Did you graduate: No College Major/Minor: Public Administration Units Completed: 16 Semester Degree Received: Master's

Work Experience

Child Advocate/Intake Coordinator 3/2007 - Present Foothills Alliance/Child Advocacy Center www.foothillsalliance.org 216 East Calhoun Street	Hours worked per week: 30 Monthly Salary: \$1,200.00 Name of Supervisor: Fay Brown - Chief Executive Officer May we contact this employer? Yes
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Anderson, South Carolina 29621
(864) 231-7273

Duties

- Observe forensic interviews, work closely with Law Enforcement and the Department of Social Services, trained for advocacy of sexual assault victims in the ER at Oconee and Anderson hospitals
- Complete initial client files, record all contacts made to date, responsible for all aspects of NCA Trak, input tracking of clients with medical evidence, assist caregivers with SOVA application as needed, create reports and graphs as needed for significance of grants, and oversee State Office of Victim's Assistance (SOVA) billing
- Schedule all medical appointments, complete all medical/lab paperwork, assure caregivers understand medical process, ensure caregivers complete all medical paperwork and questionnaires, responsible for all lab drop offs, coordinate doctor's/nurse's schedule, supervise children during parent conferences

Case Manager/ Social Services Coordinator 1/2012 - 4/2014

Mountain Lakes AccessHealth
mtlakesaccesshealth.org
298 Memorial Drive
Seneca, South Carolina 29672
8648857341

Hours worked per week: 40
Monthly Salary: \$3,000.00
of Employees Supervised: 2
Name of Supervisor: Heather Goss - Director
May we contact this employer? Yes

Duties

- Assists with full implementation of AccessHealth program: development of policies/procedures, recruitment of providers and partners through conducting presentations for physician offices, human services agencies, and civic organizations
- Writes grant proposals for various program needs and coordinates grant reporting through managing tracking database
- Trains new employees and delegates tasks to volunteers
- Conducts psychosocial assessments, develops a plan of care, completes eligibility, maintains a working knowledge of community resources and healthcare options, assists clients with navigation of social services systems, applications, job searches, and prescription assistance programs

Reason for Leaving

Present employer

Board of Directors Member 1/2014 - 4/2014

Oconee County First Steps Board of Directors
409 East North 1st St., Suite C
Seneca, South Carolina 29678
8649854357

Hours worked per week: 1
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Marie Dunnam - Director
May we contact this employer? Yes

Duties

- Advises, governs, oversees policy and direction, and assists with the leadership and general promotion of First Steps as to support its needs and mission
- Assists in fundraising opportunities in order to sustain the program and on-going programs and providing community outreach services to enhance the program goals
- Reviews organizational and program data reports, personnel evaluation, staff development, and oversight of program planning and evaluation

Reason for Leaving

Presently serving

Board of Directors Member 1/2013 - 4/2014

Our Daily Rest Board of Directors
525 E. Main St.
Seneca, South Carolina 29678
8648820730

Hours worked per week: 1
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Julian Davis - Board Chair
May we contact this employer? Yes

Duties

- Advises, governs, oversees policy and direction, and assists with the leadership and general promotion of Our Daily Rest as to support its needs and mission.
- Assists in fundraising and grant writing opportunities in order to sustain the shelter and on-going programs and providing community outreach services to enhance the program goals
- Reviews organizational and program data reports, personnel evaluation, staff development, and oversight of program planning and evaluation

Reason for Leaving

Presently serving

Foster Care Case Manager

9/2008 - 1/2012

South Carolina Dept. of Social Services
223A Kenneth St.
Walhalla, South Carolina 29678
8646384400

Hours worked per week: 37.5

Monthly Salary: \$2,800.00

of Employees Supervised: 0

Name of Supervisor: Stephanie Gentry -
Foster Care Supervisor

May we contact this employer? Yes

Duties

- Performed case management of child abuse and neglect victims in the custody of DSS, worked with families to remedy conditions which caused the removal, recorded progress of treatment plans, and corresponded with children, foster families and biological parents several times per month
- Managed casework, including general paperwork, dictation, referrals, contact with law enforcement, magistrate and municipal courts, and other agencies to assess when necessary, staffed cases with supervisors, attorneys, submitted to audits and trained new employees
- Assembled all court paperwork, including court summaries, court pleadings, presented testimony, made recommendations before Family Court Judges, and worked closely with adoptions to find appropriate placement for children who could not return to family

Reason for Leaving

To begin new community, non-profit program for uninsured adults in Oconee County

Intern

3/2008 - 4/2008

Diversions Office/Solicitor's Office- Anderson County
201 N. Main St., Suite 101
Anderson, South Carolina 29621
(864) 260-4042

Hours worked per week: 20

Monthly Salary: \$0.00

Name of Supervisor: Tasha Metcalfe -
Director

May we contact this employer? Yes

Duties

- Observed case management of Pre-Trial Intervention and under supervision, completed tasks
- Administrative Assistant tasks; performing intake duties, determining fees, bank deposits, answering phone, victim input/officer input paperwork
- Observed drug court, staffed drug court cases with drug court team, staffed assessments with team, weekly updates of treatment plans
- Juvenile Deferred Prosecution Program & Truancy Court: data entry and maintained files

Reason for Leaving

Completed all internship hours

Emergency Dispatch Operator

1/2006 - 3/2007

Professional Communications, Inc.
www.professionalcommunications.com
15873 Wells Hwy
Seneca, South Carolina 29678
(864) 886-6000

Hours worked per week: 60

Monthly Salary: \$1,800.00

Name of Supervisor: Lisa Walters - Office
Manager

May we contact this employer? Yes

Duties

- Receiving and dispatching after hour emergency calls for 300+ businesses nationwide
- Constant client updates, training new employees, attend staff meetings among center staff, and goal-orienting new team members

- Requirements include: customer service, time management, confidentiality, attention to detail, prioritizing, and excellent verbal and written communication

Reason for Leaving

Found better job opportunity.

Sales Representative

1/2005 - 10/2005

Hibbett Sports
257 Applewood Center Plaza
Seneca, South Carolina 29678
(864) 886-8876

Hours worked per week: 25

Monthly Salary: \$800.00

Name of Supervisor: Shannon Wright - Store Manager

May we contact this employer? Yes

Duties

- Customer service, special customer ordering, and cash management
- Inventory receiving and product merchandising
- Loss prevention training and continuous training in product knowledge

Reason for Leaving

School conflict at the time.

Hostess/Cashier

2/2004 - 12/2004

Old World Italian Restaurant
formerly 1018 Bypass 123
Seneca, South Carolina 29678
(000) 000-0000

Hours worked per week: 20

Monthly Salary: \$650.00

Name of Supervisor: Travis Smith - Owner

May we contact this employer? Yes

Duties

- Cash management, customer service in person as well as incoming calls
- Greeting and seating customers
- Maintained clean and presentable waiting area

Reason for Leaving

Owner sold restaurant and it closed.

Certificates and Licenses**Skills**

Office Skills

Typing: 65

Data Entry: 0

Additional Information**References**

Professional

Brown, Fay

Director of Upstate AHEC
200 N. Main St., Suite 201
Greenville, South Carolina 29601
(864) 9400856

Personal

Turner, Matt

Case Manager
225 Deer Run Rd.
Westminster, South Carolina 29693
(864) 888-7774

Professional
Brown, Nedra
 Nursing Director at AnMed Health
 1218 Harris Bridge Rd.
 Anderson, South Carolina 29621
 (864) 3563930

Personal
Jenkins, Sharon
 HSSII
 12042 West Oak Hwy
 Seneca, South Carolina 29678
 (864) 985-8903

Personal
Reid, Ericka
 Dental Hygeinist
 506 Waters Edge Ct.
 West Union, South Carolina 29696
 (864)718-3111

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Erin Moon Resume 1.doc	Erin Moon Resume 1.doc	Resume	Job Seeker
Erin Moon CL Exec Budget Ofc.doc	Erin Moon CL Exec Budget Ofc.doc	Cover Letter	Job Seeker

Agency-Wide Questions

- 1.** Q: Have you ever been convicted of a criminal offense? Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not necessarily an absolute bar to state government employment in all cases. Each conviction is evaluated individually.

A: No

- 2.** Q: If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.

A:

- 3.** Q: Are you currently employed by the State of South Carolina?

A: No

- 4.** Q: If so, in which agency do you currently work?

A:

- 5.** Q: Do you have any relatives employed with the State of South Carolina?

A: No

- 6.** Q: If yes, please provide below the name(s), relationship, and agency.

A:

- 7.** Q: Have you ever been terminated or forced to resign from any job?

A: No

- 8.** Q: If yes, please explain.

A:

- 9.** Q: Can you, after employment, submit proof of your legal right to work in the United States?

A: Yes

10. Q: Give the name, address, and phone number of two people, not relatives, who are familiar with your work.

A: Sharon Jenkins
12042 West Oak Hwy
Seneca, SC 29678
864-985-8903

Matt Turner
225 Deer Run Rd.
Westminster, SC 29693
864-888-7774

11. Q: Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?

A: No

Supplemental Questions

1. Q: Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

A: Yes

2. Q: Do you have at least a bachelor's degree in an analytical discipline?

A: Yes

3. Q: Do you have at least five (5) years of experience in public budgeting and/or policymaking in the public sector?

A: Yes

4. Q: If you answered "Yes" to question three, please describe your experience.

A: I have several years experience in budgeting and working with organizations to become financially stable. I worked in budgeting with Foothills Alliance/ Child Advocacy Center, Mountain Lakes AccessHealth, Our Daily Rest and Oconee County First Steps. I've worked with these organizations to seek out best practices, creating and changing policy, grant-writing, etc.

5. Q: Do you have at least three (3) years of supervisory experience?

A: Yes

6. Q: If you answered "Yes" to question three, please describe your experience.

A: In my current positions, I train and supervise volunteers and other employees and have done so for approximately 2 years. During my employment with the Dept. of Social Services, I did not have a supervisory title, but supervised the work of interns and new employees.

7. Q: Do you have experience with Microsoft Word and Excel?

A: Yes

38134 - Director, Executive Budget Office - 60018329**Contact Information -- Person ID: 16856618**

Name:	Derek Byrne	Address:	1488 Bridle Path Loop Lehi, Utah 84043 US
Home Phone:	(801) 793-4696	Alternate Phone:	(801) 766-5614
Email:	derek.byrne@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	08/22

Personal Information

Driver's License:	Yes, Utah , 163998459 , Class D
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Preferred Salary:	\$62.26 per hour; \$130,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Weekends

Objective

My objective is to serve the citizens of South Carolina as the Director of the Executive Budget Office. I desire to utilize my talents and skills to assist Governor Haley and the South Carolina Legislature with budget preparation, implementation, and performance evaluation of State Agencies and their use of taxpayer dollars.

Education

College <i>Brigham Young University</i> www.byu.edu 8/1998 - 5/2000 Provo, Utah	Did you graduate: Yes College Major/Minor: Master of Public Administration--Finance Units Completed: 64 Semester Degree Received: Other
College <i>Brigham Young University</i> www.byu.edu 1/1995 - 5/1998 Provo, Utah	Did you graduate: Yes College Major/Minor: Political Science Units Completed: 128 Semester Degree Received: Bachelor's

Work Experience

Budget Director 6/2007 - Present State of Utah Courts www.utcourts.gov 450 South State Salt Lake City, Utah 84114 (801) 578-3887	Hours worked per week: 40 Monthly Salary: \$6,370.00 # of Employees Supervised: 5 Name of Supervisor: Dan Becker - State Court Administrator May we contact this employer? Yes
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Duties

Manage \$137 million budget as Chief Financial Officer for the Utah State Courts; Advise State Court Administrator and the Judicial Council on Court budgets and finances; Strategize and manage Court operations with other executives as a part of the Executive Management Team; Lobby Legislators to

advocate Court legislation and funding requests during Legislative Session and Interim Meetings; Provide analyses to effectively and efficiently utilize Court budgets; Oversee Court budgets, accounts payable, payroll, fixed assets, fleet, risk management, and financial policy development and implementation; Directly supervise 5 Staff and oversee the performance and training of 40 additional personnel to ensure successful Court operations; Conduct budget forecasts with 99.9 percent accuracy; Coordinate Federal and Private Grants; Provide training to Court executives and staff; Prepare reports and deliver oral presentations to the Judicial Council, Executive Offices and Criminal Justice Appropriations Subcommittee, Legislators, the press, and the public

Accomplishments:

Provided strong leadership and superior budget guidance during the recent economic recession; Implemented management changes that and will save the Utah State Courts over \$1,000,000 annually while improving existing staff efficiencies and effectiveness; Instituted technological improvements to improve payment accuracy and decrease overall processing time despite reductions in staff; Designed electronic tools to make the budget process more effective and user friendly for Court Administrators; Transitioned the Courts from a paper-based timesheet recording system to an electronic timesheet system; Expanded the use of Purchasing Cards statewide; Initiated and managed efforts with Courts' IT to overhaul information systems in the rural courts prior to statewide implementation of E-filing; Creating real-time Cognos Insight (IBM) business intelligence tools and real-time dashboards for Court executives and decision-makers; Developing a budget Support staff web application to assure fiscal policies are applied consistently; Currently working on a project to automate 60 percent of the Courts accounts payable transactions to allow staff to refocus their efforts on other more important Court business; Researching and testing the use of Dr. Sam Savage's Probability Management in Budget Forecasting Models

Reason for Leaving

N/A--Current Position

Fiscal Analyst

9/2005 - 6/2007

Utah Legislative Fiscal Analyst
<http://le.utah.gov/lfa/index.htm>
 House Building, Suite W310
 Salt Lake City, Utah 84114
 (801) 538-1034

Hours worked per week: 40

Monthly Salary: \$4,250.00

of Employees Supervised: 0

Name of Supervisor: Mark Bleazard - Deputy
 Legislative Fiscal Analyst

May we contact this employer? Yes

Duties

Provided financial oversight for over \$505 million of appropriations in the following agencies: Adult Corrections, Courts, Juvenile Justice Services, and the Board of Pardons and Parole; Used data analyses to advise Legislative Leadership regarding budget decisions in criminal justice budgets; Prepared Legislative budgets for the Executive Appropriations Committee (EAC) and the Executive Offices and Criminal Justice Appropriations Subcommittee (EOCJ); Managed a network of personnel to develop budgets, prepare fiscal notes, and ensure program performance and fiscal accountability; Prepared reports and delivered oral presentations to the Legislative leadership, the EAC, EOCJ Appropriations Subcommittee, and the public

Significant Projects:

Prepared the Compendium of Budget Information report which documents trends, budget histories, and performance outcomes by agency; Prepared fiscal notes for criminal justice legislation during Legislative Sessions; Analyzed Judicial Branch leasing contracts to ascertain cost effectiveness; Concluded three major projects for Legislative leadership in the following areas: Medicaid funding, jail reimbursement funding, and charter school financing

Reason for Leaving

Accepted position with the Utah State Courts

Lead Performance Auditor

5/2000 - 9/2005

Utah Office of the Legislative Auditor General
<http://le.utah.gov/audit/olag.htm>
 W315 State Capitol Complex

Hours worked per week: 40

Monthly Salary: \$4,000.00

of Employees Supervised: 4

Name of Supervisor: John Schaff - Legislative
 Auditor General

May we contact this employer? Yes

Salt Lake City, Utah 84114
(801) 538-1033

Duties

Conducted performance audits (management consulting projects) for the Utah State Legislature; Recommended management, finance, human resource, and organization improvements for audited agencies to improve their effectiveness and efficiency in fulfilling their mission; Led team projects and prepared audit reports; Used advanced data analysis skills to substantiate and validate recommendations

Significant Projects:

Public Education Post-Retirement Benefits Audit—Conducted an actuarial study to determine unfunded future liabilities for each school district. Determined that school districts are facing over \$1.4 Billion in unfunded future liabilities; Utah Public Employee's Health Plans (PEHP) Audit—Tested PEHP's cost-effectiveness and customer-satisfaction efforts in their health insurance and pharmaceutical divisions; Division Of Facilities Construction and Management (DFCM) Audit—Evaluated DFCM's construction methods, contractor selection methods, and determined DFCM cost savings to the state; Class-size Reduction Effort in Utah Schools Audit—Recommended improved data and financial reporting standards resulting in significant improvements for teachers and students statewide; Utah School Textbook Funding Audit—Recommended \$30 million in new textbooks for Utah's Students

Reason for Leaving

Accepted position with the Legislative Fiscal Analyst

Certificates and Licenses**Skills****Office Skills**

Typing: 50
Data Entry: 0

Other Skills

Public Relations Expert - 22 years and 0 months
Leadership Expert - 22 years and 0 months
Financial Projections Expert - 8 years and 0 months
Microsoft Office Programs Expert - 17 years and 0 months
Budget Management Expert - 10 years and 0 months
Financial Operations Expert - 9 years and 0 months
Strategic Planning Expert - 15 years and 0 months
Performance Evaluation Expert - 15 years and 0 months
Cognos & Cognos Insight Expert - 9 years and 0 months

Additional Information**References**

Professional
Becker, Daniel
State Court Administrator
450 South State
Salt Lake City, Utah 84114
(801) 578-3806
danb@utcourts.gov

Professional
Schaff, John
Legislative Auditor General
W315 State Capitol Complex

Salt Lake City, Utah 84114
(801) 538-1033
jschaff@le.utah.gov

Professional

Ball, Jonathan

Legislative Fiscal Analyst
House Building, Suite W310
Salt Lake City, Utah 84114
(801) 538-1034
jball@le.utah.gov

Professional

Lunceford, Alyn

Court Facilities Director
450 South State
Salt Lake City, Utah 84114
(801) 578-3881
alynl@utcourts.gov

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
SC Cover Letter 4-22-14.pdf	SC Cover Letter 4-22-14.pdf	Cover Letter	Job Seeker
SC Resume 4-22-14.docx	SC Resume 4-22-14.docx	Resume	Job Seeker

Agency-Wide Questions

1. Q: Have you ever been convicted of a criminal offense? Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not necessarily an absolute bar to state government employment in all cases. Each conviction is evaluated individually.

A:

2. Q: If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.

A:

3. Q: Are you currently employed by the State of South Carolina?

A:

4. Q: If so, in which agency do you currently work?

A:

5. Q: Do you have any relatives employed with the State of South Carolina?

A:

6. Q: If yes, please provide below the name(s), relationship, and agency.

A:

7. Q: Have you ever been terminated or forced to resign from any job?

A:

8. Q: If yes, please explain.

A:

9. Q: Can you, after employment, submit proof of your legal right to work in the United States?

A:

10. Q:

Give the name, address, and phone number of two people, not relatives, who are familiar with your work.

A: Dan Becker, 450 South State, SLC, UT, 84114, 801-578-3806
Alyn Lunceford, 450 South State, SLC, UT, 84114, 801-949-9773

11. Q: Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?

A:

Supplemental Questions

1. Q: Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

A: Yes

2. Q: Do you have at least a bachelor's degree in an analytical discipline?

A: Yes

3. Q: Do you have at least five (5) years of experience in public budgeting and/or policymaking in the public sector?

A: Yes

4. Q: If you answered "Yes" to question three, please describe your experience.

A: I have managed public budgets and fiscal policy development for the last 9 years. Nine years of this experience has been for the Judicial Branch and two years for the following: the Utah State Legislature, Utah Department of Corrections, Juvenile Justice Services, and the Board of Pardons and Parole.

5. Q: Do you have at least three (3) years of supervisory experience?

A: Yes

6. Q: If you answered "Yes" to question three, please describe your experience.

A: I have directly overseen staff for the last 7 years. For two years, I managed teams as needed in my position as a Lead Performance Auditor. As a Fiscal Analyst, I managed a network of agency personnel to develop budgets, prepare fiscal notes, and ensure program performance and fiscal accountability for two years.

7. Q: Do you have experience with Microsoft Word and Excel?

A: Yes