

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 4846385**

Name:	Kevin D Rawlinson	Address:	1825 Brigadoone Ln. Florence, South Carolina 29505 US
Home Phone:	(843) 206-8665	Alternate Phone:	
Email:	krawlinson@sc.rr.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	02/13

**Personal Information**

Driver's License:	Yes, South Carolina , 008246665
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:	
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

**Objective****Education**

<b>College</b> <i>Limestone College</i> 10/1997 - 2/2001 Gaffney, South Carolina	Did you graduate: Yes College Major/Minor: Accounting and Management Degree Received: Bachelor's
<b>College</b> <i>University of South Carolina</i> 1985 - 1989 Columbia, South Carolina	Did you graduate: No College Major/Minor: Criminal Justice and Management Degree Received: No Degree

**Work Experience**

<b>Controller</b> 1/2003 - Present  City of Florence 324 West Evans St. Florence, South Carolina 29501 (843) 665-3162	Hours worked per week: 40 Monthly Salary: \$6,000.00 # of Employees Supervised: 2 Name of Supervisor: Thomas W. Chandler - Finance Director May we contact this employer? Yes
-----------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Duties**

I currently supervise the Accounts Payable, Payroll, Accounting, Procurement, and Inventory Control departments for the City of Florence. My other duties include reconciling the City's bank accounts, investment accounts, and court fine/forfeitures escrow account, monitoring the City's cash position on a daily basis, managing the collection of returned checks, coordinating and maintaining information for the Comprehensive Annual Financial Report's (CAFR) statistical section, preparing the City's Management Discussion and Analysis section for the CAFR, preparing journal entries and transfers for the fiscal year end closing, reviewing audit adjustment and checking the accuracy of these entries, conducting analysis of accounts to ensure the integrity of the general ledger, acting as liaison between the City's external auditors and the Finance Department during the auditors' fieldwork, and managing the City's capital assets, maintain a schedule of the construction-in-process and assist in preparing budget estimates for the City's annual budget.

**Accountant**

11/2002 - 12/2002

Cherry, Bekaert, and Holland, LLP  
Hilton Head Island, South Carolina

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Ray Warco - Partner-in-Charge

May we contact this employer? Yes

**Duties**

As a staff member working under supervision of a manager I conducted audits, prepared taxes, and performed other accounting services.

**Reason for Leaving**

I returned to the City of Florence as the Controller. The City of Florence created the Controller's position after I left employment and offered me the position.

**Accountant**

1/2002 - 11/2002

City of Florence  
180 N. Irby St. Box BB  
Florence, South Carolina 29501  
(843) 665-3111

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Thomas W. Chandler - Finance Director

May we contact this employer? Yes

**Duties**

As an accountant my duties included reconciling the City's bank accounts and investment accounts, monitoring the City's cash position on a daily basis, managing the collection of returned checks, coordinating and maintaining information for the CAFR's statistical section, gathering information regarding the value of assets, calculating depreciation, and developing policies and procedures for GASB 34 implementation.

**Reason for Leaving**

I was looking for an opportunity to improve my career options. I wanted to the oportunity to grow to a position that would allow me to gain supervisory experience and increased reposibilities.

**Auditor**

12/1999 - 12/2001

State of South Carolina - Office of the State Auditor  
Columbia, South Carolina

Hours worked per week: 37

Monthly Salary: \$0.00

Name of Supervisor: Wayne Sams - Audit Manager

May we contact this employer? Yes

**Duties**

While working at the State Auditor's Office I performed single audits for federal grants, performed financial statement audits as part of a team, performed Agreed Upon Procedures, and served as Auditor-in-Charge

**Reason for Leaving**

I accepted the postion as accountant for the City of Florence.

**Certificates and Licenses**

Type: Certified Public Accountant

Number: 6491

Issued by: State of South Carolina

Date Issued: 10 /2002    Date Expires: 12 /2014

Type: Certified Government Finance Officer

Number:

Issued by: Government Finance Officers Association of South Carolina

Date Issued: 10 /2004    Date Expires: 12 /2014

**Skills**

Office Skills

Typing:

Data Entry:

### Additional Information

Professional Memberships

Member of the AICPA

Professional Memberships

Member of the SCACPA

Professional Memberships

Government Finance Officers Association of South Carolina

Personal

Member of First Presbyterian Church of Florence

### References

Personal

**Vinson, Jerry**

Family Court Judge 12th Judicial Circuit

508 Camellia Cir.

Florence, South Carolina 29501

(843) 665-3079

[jvinsoni@sccourts.org](mailto:jvinsoni@sccourts.org)

Professional

**Milam, Robert**

Real Estate Agent

1 Whetstone Creek Court

Irmo, South Carolina 29063

(803) 237-4885

[RAMilam@bellsouth.net](mailto:RAMilam@bellsouth.net)

Personal

**Millan, Elizabeth**

Publisher - Pink Magazine

11 Pineland Rd

Hilton Head Island, South Carolina 29926

(843) 301-3993

[Elizabeth@itsallpink.com](mailto:Elizabeth@itsallpink.com)

Personal

**Putnam, Andrew**

Senior Pastor, Tirzah ARP Church

667 Chelsa Ct.

Rock Hill, South Carolina 29732

(803) 332-8902

[andrewputnam@mac.com](mailto:andrewputnam@mac.com)

### Resume

Text Resume

### Attachments

### 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: Yes

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

A: Pamela R Marek - sister - MUSC Authority  
David G Marek - brother-in-law - MUSC Authority  
William B Urquhart - brother-in-law - Department of Natural Resources

**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: Teresa Eaton -324 West Evans St. Florence SC 29501 (843) 615-1034  
Robert Milam - 1 Whetstone Creek Court Irmo, SC 29063 (803) 237-4885

**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 assist the Finance Director in preparing budget estimates, monitoring budget to actual amounts, and provide updated information on accounts/funds exceeding budget projections. I also manage the City's construction accounts coordinating with the City's engineers when projects exceed their budget.

**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: From 2003 through early 2014 I managed the personnel in accounts payable, accounting, payroll, and inventory control. In July 2013 the City move to a new office facility and with a new office configuration the supervision of the payroll and accounts payable personnel was reassigned. I still manage the accounts payable and payroll function and the accounting and inventory personnel and functions.

---

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

A: Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 19898381**

Name:	Earnest Sunder Dass	Address:	106 Waterview Drive Stafford, Virginia 22554
Home Phone:	5712058120	Alternate Phone:	
Email:	earnest.dass60@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	10/07

**Personal Information**

Driver's License:	Yes, Virginia , Class None
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:	
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

**Objective****Education**

<b>Graduate School</b> <i>The Catholic University of America</i> WWW.CUA.edu 10/2010 - 5/2012 Washington, District of Columbia	Did you graduate: Yes College Major/Minor: Management and Leadership Units Completed: 60 Semester Degree Received: Master's
<b>College</b> <i>Park College</i> www.parkcollege.edu 3/1979 - 4/1982 Parkville, Missouri	Did you graduate: Yes College Major/Minor: Criminal Justice Administration Units Completed: 120 Semester Degree Received: Bachelor's

**Work Experience**

<b>Principal Broker/Certified Residential Appraiser</b> 7/2013 - Present  ESD Realty, LLC www.esdrealty.com 800 Corporate Drive, Suite 301 Stafford, Virginia 22554 5406938234	Hours worked per week: 40 Monthly Salary: \$0.00 Name of Supervisor: Self-Employee May we contact this employer? Yes
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------

**Duties**  
 Opened new branch office in Stafford, VA to service the Washington, DC metro area. As a branch manager, I am responsible for managing day-to- day branch activities. It includes staffing the branch with highly qualified appraisers and business development/retention. As a certified residential appraiser, I provide appraisal training to new hires, monitor appraiser workload, mentor trainees, and provide an oversight on the quality of appraisal products submitted to our clients. Currently, ESD Realty coverage area includes Virginia, District of Columbia, and suburban Maryland counties.

**Reason for Leaving**

Since taking an early retirement from the U.S. Dept. of Veterans Affairs, Washington, DC, I am seeking opportunity to again work with the Veterans.

#### **Realty Loan Specialist**

9/2010 - 6/2013

U.S. Department of Veterans Affairs  
www.VA.gov  
800 Vermont Avenue, NW  
Washington, District of Columbia 22420

Hours worked per week: 40  
Monthly Salary: \$0.00  
# of Employees Supervised: 4  
Name of Supervisor: Mr. Brian Bixler -  
SAH Program Chief  
May we contact this employer? Yes

#### **Duties**

As a leader in the Veterans Benefits Administration's Loan Guaranty Service, I have leveraged my 17 years of real estate sales and appraisal experience to assist the Program Chief in solving complex policy issues facing the Specially Adapted Housing (SAH) grant program. Although, the grant recipients have been increasing at the rate of approximately eight percent for the past five years, in 2012, the program provided more than 61 million dollars to over 3,000 Wounded Warriors through eight Regional Loan Centers (RLCs) to assist severely wounded veterans and service members adapt their homes.

In my subject matter expert capacity, I have provided policy guidance to VA Regional Loan Centers managers with resolving policy and operational issues and developed analysis and reports for VA management to be used in workflow and strategic planning. I have revised program forms and publications to comply with congressional mandates and regulatory compliance. Frequently, I have assisted VA stakeholders and external VA business partners with policy related issues.

As Project Lead, I was responsible for developing regulations for the newly earmarked Assistive Technology Grant (ATG), a one million dollar research grant aimed to encourage individuals and entities to incorporate use of technology to enhance VA's SAH program.

Last year, I served as a subject matter expert in the following VA's working groups: (1) VA's initiative to create Virtual Lifetime Program Electronic Record (VLER), an extensive catalog of online application resources to apply for VA benefits online; (2) the development of Veteran's Satisfactory Survey Questionnaire; (3) Re-write of SAH policy manual M26-12, and (4) SAH Agent's work performance measurement study.

Additionally, in my program oversight capacity, I visited six RLCs to ensure that the grant management program, systems, and processes are effective in safeguarding grant funds against waste, fraud, and abuse. This was attained through examining RLCs management systems and processes. Insight gained through interviewing management and examining grant operations, findings were then presented in the Director's (entrance/exit) briefings affecting the program integrity.

For my master's capstone project, I researched and analyzed the SAH program for Current Trends in Grant Beneficiaries, which was the titled of my research study. For the past year, my critical thinking and decision making skills were tested during the research for this project. Now, before I consider implementing any changes, it is based on the following criteria: (1) Is change necessary because of the mandate or is it client driven? (2) Does it have linkage to serving the customers or clients? (3) How relevant is this change to the current organizational policy? (4) How my responses contribute toward the organizational usefulness?

#### **Reason for Leaving**

Was eligible for an early retirement. Employees managed during the absence of program chief as well as provided program guidance to VA managers nationwide.

#### **Sr. Appraiser/SAH Agent**

9/2007 - 9/2010

U.S. Dept. of Veterans Affairs  
Roanoke Regional Loan Center  
Roanoke, Virginia 22301

Hours worked per week: 40  
Monthly Salary: \$0.00  
# of Employees Supervised: 0  
Name of Supervisor: Ms. Christina Searing  
- Loan Guaranty Officer  
May we contact this employer?

#### **Duties**

As a Senior Appraiser and Specially Adapted Housing (SAH) Agent out based to Washington Regional Office, my proactive and team approach with other business partners resulted in consistently meeting my appraisal oversight of 79 residential appraisers and managing a caseload of 122 grant recipients.

In my appraiser capacity, I completed appraisals of residential properties for both origination and liquidation of loans and oversee roster for Lender Appraisal Processing Program within the Washington Regional Office. Also, I completed residential field reviews for work completed by VA fee panel appraisers, resolved and responded to VA business partners' inquiries relating to property valuation oversight, reviewed quality of work product, and answered appraisers complaints.

As a SAH Agent, I managed SAH grants from initial contact with veterans and service members to negotiating the best contractual terms possible on behalf of veterans/service members to ensure timely approval of grants. Also, as part of my SAH duties, I prepared waivers, certifications, reviewed

documents, overseeing compliance inspections activities, and drafted and set-up escrow agreements. My typical grant workload consisted of 22 on-going grant projects at various stages of the grant process. My professional achievement in this position would be described as being proactive in coordinating efforts with VA partners to ensure multiple construction projects were completed on time. Another achievement would be providing valuations training to large groups of appraisers, real estate brokers, and loan officers in the home mortgage business. Additionally, I performed program outreach to hundreds of veterans and service members.

#### Reason for Leaving

Promoted to VA Central Office in Washington, DC as an assistant to the SAH program chief to assist with formulation and administration of SAH program policy and procedures.

#### Principal Broker/Residential Appraiser 6/1990 - 9/2007

Dass Associates, Inc  
106 Waterview Drive  
Stafford, Virginia 22554

Hours worked per week: 40  
Monthly Salary: \$0.00  
# of Employees Supervised: 8  
May we contact this employer? Yes

#### Duties

As a licensed Virginia Certified Residential Appraiser, I completed thousands of residential property inspections for construction loans, mortgage originations, quality control, and legal proceedings. These appraisal assignments were completed for mortgage companies, financial institutions, Equity Lenders, Courts, Prince William County Virginia Office of Real Estate Assessment, Fannie Mae, Freddie Mac, and Housing and Urban Development (HUD). Occasionally, I testified in local courts as an expert witness involving real estate valuation matters.

As a licensed Real Estate Broker, I closed hundreds of real estate transactions involving sales, leasing, and property management of single family residential, rental dwellings, land, and farms. Often, I assisted home buyers/sellers with mortgage processing issues.

#### Reason for Leaving

Due to financial downturn in the economy,

#### Police Officer 4/1982 - 5/1990

Washington Metro Area Transit Authority  
500 7th Street, NW  
Washington, District of Columbia 22043

Hours worked per week: 40  
Monthly Salary: \$0.00  
# of Employees Supervised: 0  
Name of Supervisor: Chief Angus B. Mclean - Police Chief  
May we contact this employer? Yes

#### Duties

As a tri-state sworn police officer, I performed law enforcement functions in uniform as well as in plain clothes. This included patrolling metro trains, stations, and buses. In plain clothes: my assignments included affecting arrests and surveillance for criminal activities surrounding metro's property throughout the District of Columbia, Maryland, and Virginia. I prepared countless incident and criminal reports for administrative and legal proceedings. This position has prepared me to analyze situations, documents, and human behavior using critical thinking skills.

I was the project lead for Metro's first Color Guard team to participate in national law-enforcement related ceremonies and events. As a team lead, I trained team members using U.S. Army ceremonial expertise, acquired equipment, and developed event participation protocols.

#### Reason for Leaving

To start my own real estate business.

#### Sergeant (E-5) 3/1976 - 3/1982

United States Army (3rd U.S. Infantry/Honor Guard)  
Ft. Myers  
Arlington, Virginia 22003

Hours worked per week: 40  
Monthly Salary: \$0.00  
Name of Supervisor: Can not remember  
May we contact this employer? Yes

#### Duties

From 1977 to 1979, I served as a unit policeman and squad leader while stationed in West Germany. In 1979, I was assigned to serve with 3rd U.S. Infantry also known as The Old Guard (Presidential Honor Guard) responsible for performing ceremonial details for the heads of states. While stationed at Fort Myers, I participated in and/or lead various ceremonial details from the White House to the Tomb of the



Unknown Soldier, Sprit of America (stage show that depicts America's military involvement since WWI), heads of states and foreign dignitaries.

**Reason for Leaving**

Fulfill my 6 years service obligation.

**Certificates and Licenses**

Type: Licensed Virginia Real Estate Broker and Certified Real Estate Appraiser

Number: 0225110852

Issued by: Dept. of Professional and Occupational Regulation Commonwealth of Virginia

Date Issued: 5 /1990    Date Expires: 4 /2014

Type: Virginia Certified Real Estate Appraiser

Number: 4001 000 106

Issued by: Dept. of Professional and Occupational Regulation Commonwealth of Virginia

Date Issued: 1 /1992    Date Expires: 1 /2016

Type: Virginia State Certified Real Estate Appraiser since June1992

Number:

Issued by:

Date Issued: 6 /1992    Date Expires: 1 /2016

Type: Principal Broker/Certified Residential Appraiser, ESD Realty, LLC (July 2013 - Present)

Number:

Issued by:

Date Issued: 7 /1990    Date Expires: 4 /2014

Type: irginia Certified Residential Appraiser

Number: 4001 000 106

Issued by: Dept. of Professional and Occupational Regulation Commonwealth of Virginia

Date Issued: 1 /1992    Date Expires: 1 /2016

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information****References**

Professional

**Neuner, Kelly**

Loan Specialist/U.S. Department of Veterans Affairs

800 Vermont Avenue, NW

Washington, District of Columbia 20401

(703) 347-7952

[kelly.neuner@va.gov](mailto:kelly.neuner@va.gov)

Professional

**McAllister, Kevin**

Management Analyst/U.S. Department of Veterans Affairs

800 Vermont Avenue, NW

Washington, District of Columbia

(202) 461-9441  
[kevin.mcallister@va.gov](mailto:kevin.mcallister@va.gov)

Professional  
**Neeves, Mack**  
Certified Residential Appraiser  
1475 Hoyte Scott Road  
Bear Creek, North Carolina 27207  
(336) 581 -8812  
[mack@neeves.biz](mailto:mack@neeves.biz)

## Resume

### Text Resume

## Attachments

Attachment	File Name	File Type	Created By
DASS_Unofficial Transcripts06_2012.pdf	DASS_Unofficial Transcripts06_2012.pdf	Other	Job Seeker
Dass Resume 04182014.docx	Dass Resume 04182014.docx	Resume	Job Seeker
Dass - DD 214.PDF	Dass - DD 214.PDF	Other	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: The following were my colleagues while at VA.

1. Mr. Mack Nevees, 336-581-8812, or [mack@neeves.biz](mailto:mack@neeves.biz)

2. Mr. Kevin McAllister 202-461-9441 or Kevin.McAllister@va.gov

**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: While at U.S. Department of Veterans Affairs assigned to the Central Office, my position as a realty loan specialist involved policy making regarding a grant that provided over 61 million dollars to severely disabled Veterans and Servicemembers throughout the United States.

**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: While at U.S. Department of Veterans Affairs assigned to the Central Office, my position as a realty loan specialist involved policy making regarding a grant that provided over 61 million dollars to severely disabled Veterans and Servicemembers throughout the United States.

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

A: Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 10202176**

Name:	Laura J Pace	Address:	113 Hammonds Hill Drive West Columbia, South Carolina 29169 US
Home Phone:	(803) 896-4315 ext. n/a	Alternate Phone:	(803) 240-5299 ext. n/a
Email:	laura.pace@llr.sc.gov	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	04/19

**Personal Information**

Driver's License:	Yes, South Carolina , 003655187 , 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:	\$50.76 per hour; \$98,982.00 per year
Are you willing to relocate?	Yes
	SC
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

Position where I can utilize my degrees and experience in management, accounting and budgeting.

**Education**

<b>Graduate School</b> <i>Golden Gate University</i> 2/1987 - 6/1988 Shaw AFB, South Carolina	Did you graduate: Yes College Major/Minor: Human Resources Management Units Completed: 30 Semester Degree Received: Master's
--------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

<b>College</b> <i>California State University Fresno</i> 8/1976 - 12/1979 Fresno, California	Did you graduate: Yes College Major/Minor: Business Administration Units Completed: 124 Semester Degree Received: Bachelor's
-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

**Work Experience**

<b>Administrative Manager II</b> 7/2012 - Present  SC Dept of Labor, Licensing & Regulation 110 Centerview Drive Columbia, South Carolina 29211 (803) 896-4323	Hours worked per week: 37 Monthly Salary: \$7,174.00 # of Employees Supervised: 5 Name of Supervisor: Richele Taylor - Deputy Director - Administration May we contact this employer? Yes
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Duties**

Over Finance, Budgets and Grants. Responsible for the financial operations of the Agency including accounts receivable, accounts payable, payroll, grants, budgets and cost allocation. Prepare the OSHA and Bureau of Labor grant applications. Prepare the Agency's budget to the Legislature. Maintain financial data in SCEIS. Monitor Agency revenues and expenditures. Projects revenue for the Agency.

**Reason for Leaving**

Career Advancement

**Accountant/Fiscal Manager II**

11/2006 - 6/2012

SC Law Enforcement Training Council/CJA  
 sccja.sc.gov  
 5400 Broad River Road  
 Columbia, South Carolina 29202  
 (803) 896-8115

Hours worked per week: 38

Monthly Salary: \$6,633.00

# of Employees Supervised: 5

Name of Supervisor: Randy King - Deputy Director

May we contact this employer? Yes

**Duties**

Responsible for the Finance Section which includes accounts payable, accounts receivable, grants, payroll, and budgets. Also, responsible for the Procurement Section which does all procurement for the Agency and courier run, student store, uniforms and supplies. Complete the Annual Budget Request, Accountability Report, Closing Reports and maintain SCEIS for the Agency.

**Reason for Leaving**

Career Advancement

**Accounting/Fiscal Manager I**

7/2000 - 10/2006

SC DHEC  
 2600 Bull Street  
 Columbia, South Carolina 29201  
 (803) 898-4332

Hours worked per week: 37

Monthly Salary: \$4,224.00

# of Employees Supervised: 4

Name of Supervisor: Stanley L. Clark - Bureau Chief

- Land &amp; Waste Management

May we contact this employer? Yes

**Duties**

Responsible for the Financial Section which included accounts payable, accounts receivable, grants and reporting. Also, performed audits on vendor expenditures to the State Underground Petroleum Response Bank, Leaking Underground Storage Tank Trust Fund Account and the Superb Financial Responsibility Fund.

**Reason for Leaving**

Career Advancement

**Budget Manager**

1/2000 - 6/2000

Richland County Government  
 2020 Hampton Street  
 Columbia, South Dakota 29202  
 (803) 748-4804

Hours worked per week: 37

Monthly Salary: \$3,867.00

# of Employees Supervised: 1

Name of Supervisor: Tonya Dunham - Finance

Director

May we contact this employer? Yes

**Duties**

Responsible for budget projections, creation of the County annual budget, presentation of the budget to County Council, preparation of the County's Annual Budget Booklet. Also, reconciled the County's bank accounts.

**Reason for Leaving**

Career Advancement

**Business Manager III**

10/1994 - 12/1999

Governor's Office - OEPP  
 220 Stoneridge Drive, Suite 300  
 Columbia, South Carolina 29202  
 (803) 253-6272

Hours worked per week: 37

Monthly Salary: \$3,516.00

# of Employees Supervised: 3

Name of Supervisor: Patrick Michaelski - Director of Continuum of Care

May we contact this employer? Yes

**Duties**

Responsible for the Financial Section which included accounts payable, accounts receivable, reconciliations and reporting. Also, responsible for the Receptionist Area of Human Resources.

**Reason for Leaving**

Career Advancement

**Admin Program Analyst**

3/1993 - 8/1994

SC Employment Security Commission  
PO Box 995  
Columbia, South Carolina 29212  
(803) 737-2560

Hours worked per week: 37

Monthly Salary: \$2,391.00

# of Employees Supervised: 2

Name of Supervisor: Tommy Taylor - Finance  
Manager

May we contact this employer? Yes

**Duties**

Prepared and monitored the Agency's program budgets. Prepared the Agency's annual state budget and supporting documentation. Prepared grant applications. Developed cost center budget database. Developed cost allocation system for information technology. Reconciled Agency's expenditures and receivable accounts.

**Reason for Leaving**

Career Advancement

**Budget and Policy Analyst**

5/1990 - 2/1993

SC Dept of Social Services  
PO Box 1520  
Columbia, South Carolina 29202  
(803) 734-5942

Hours worked per week: 37

Monthly Salary: \$2,083.00

# of Employees Supervised: 1

Name of Supervisor: Cliff White - Finance Director  
May we contact this employer? Yes**Duties**

Prepared and monitored the Other Operating portion of the Agency's budget. Approved new equipment purchases. Prepared lease closing packets. Maintained the Agency's leases and maintenance agreements. Prepared a Zero Based Budget Database for the Agency.

**Reason for Leaving**

Career Advancement

**Accountant I**

5/1989 - 5/1990

SC Dept of Health and Human Services  
PO Box 8206  
Columbia, South Carolina 29202  
(803) 253-6187

Hours worked per week: 37

Monthly Salary: \$1,667.00

# of Employees Supervised: 0

Name of Supervisor: Robert Kerr - Finance Director  
May we contact this employer? Yes**Duties**

Prepared and submitted quarterly Federal Medicaid Statements of Expenditures. Resolved any deferrals or disallowances on the Medicaid Report resulting from Federal Auditor review. Monitored the Agency's letters of credit process for grant awards.

**Reason for Leaving**

Career Advancement

**Certificates and Licenses**

Type: Certified Public Manager

Number:

Issued by: SC Certified Public Managers Association

Date Issued: 12 /2001 Date Expires:

Type: Certified Government Finance Officer

Number: 38

Issued by: GFOA of SC

Date Issued: 10 /1993 Date Expires:

**Skills**

Office Skills

Typing: 95  
Data Entry: 95

#### Other Skills

Proficient with computer software: SCEIS & Excel  
Expert - 27 years and 0 months

#### Additional Information

#### References

Professional  
**Roberts, Karen**  
Program Director  
USC  
Columbia, South Carolina 29211  
(803) 777-4096  
[karen@mailbox.sc.edu](mailto:karen@mailbox.sc.edu)

Professional  
**Ison, Dottie**  
Director of Division of Labor  
110 Centerview Drive  
Columbia, South Carolina 29211  
(803) 896-6910  
[dottie.ison@llr.sc.gov](mailto:dottie.ison@llr.sc.gov)

#### Resume

#### Text Resume

#### Attachments

#### 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: Yes

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

A: SC Department of Labor, Licensing and Regulation

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: Karen Roberts, USC, Columbia, SC 29211, 803-777-4096.  
Dottie Ison, 110 Centerview Drive, Columbia, SC 29211, 803-896-6910.

**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: Prepare the Agency's Budget including workpapers for LLR for the past two years and CJA for six years prior. Have worked on the Agency budgets in all positions I have had over the past 27 years.

**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: Currently supervise 5 accountants and have supervised staff for the past 27 years.

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

A: Yes