

**38134 - Director, Executive Budget Office - 60018329**

**Contact Information -- Person ID: 4722150**

Name:	John R Auvil	Address:	2632 Wagon dr. unit 2b Alexandria, Virginia 22303 US
Home Phone:	(980) 522-8845	Alternate Phone:	
Email:	auvil.john@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	03/30

**Personal Information**

Driver's License:	Yes, Virginia , B66152885 , 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:	\$85,000.00 per year
Are you willing to relocate?	Yes I'd prefer to relocate back to the Carolinas/Georgia to be closer to family
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**

Ensure that public financial resources are used to their greatest possible potential, within legal parameters, and in accordance with organizational strategic objectives.

**Education**

<b>Graduate School</b> <i>University of South Carolina</i> 8/2007 - 5/2009 Columbia, South Carolina	Did you graduate: Yes College Major/Minor: Public Administration Degree Received: Master's
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<b>College</b> <i>Winthrop University</i> 8/2003 - 5/2007 Rock Hill, South Carolina	Did you graduate: Yes College Major/Minor: Political Science Degree Received: Bachelor's
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<b>High School</b> <i>Milwaukee Lutheran</i> 8/1999 - 5/2003 Milwaukee, Wisconsin	Did you graduate: Yes Degree Received: High School Diploma
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**Work Experience**

<b>Acting Fund Administrator</b> 5/2013 - Present  Federal Railroad Administration Washington, District of Columbia (202) 493-0289	Hours worked per week: 40 Monthly Salary: \$7,500.00 # of Employees Supervised: 0 Name of Supervisor: Erin McCartney - Budget Director May we contact this employer? Yes
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**Duties**

Acting fund administrator for the office of Railroad Policy and Development effective May 2013. Manages budgets for all program accounts, certifying funding availability for R&D, High-Speed Rail programs, as well as office's administrative accounts.

Reviews all of office's travel authorizations and vouchers. Ensures proper reconciliation of all obligations (including purchase cards, procurements, and grants). Maintains status of funds for accounts overseen. Regularly presents financial status to executive leadership. Performs ad hoc data responses for Congressional and internal inquiries.

Retains responsibilities for preparing agency's payroll budget. Continues to assist in preparation of agency's Congressional justification. Serves as a secondary point of contact in the areas of statement of budgetary resources review, allotment preparation, and data calls.

#### Reason for Leaving

Live closer to family in the south.

**Federal Railroad Administration**  
2/2011 - 5/2013

Federal Railroad Administration  
Washington, DC, District of Columbia

Hours worked per week: 40

Monthly Salary: \$6,250.00

# of Employees Supervised: 0

Name of Supervisor: Rebecca Pennington - CFO Federal  
Railroad Administration

May we contact this employer? Yes

#### Duties

Formulation analyst for offices of Chief Counsel, Administration, Finance, and the immediate office of the Administrator. Tracks Congressional requirements to evaluate potential responses by FRA to Congress. Assists Performance Improvement Officer in tracking performance goals against budgetary limitations, legislative and executive order requirements, and strategic goals. Serves as primary budget point of contact for ad hoc financial reporting due to expertise in Oracle Discoverer tool. Primary analyst in charge of preparation and review of agency's payroll budget.

Performs general budget analyst work in addition to specific responsibilities as listed above. This includes allotment and apportionment preparation, review of the statement of budgetary resources, and assisting in the preparation of the agency's Congressional justification.

#### Reason for Leaving

Detailed to fund administrator position

**Program Assistant**  
11/2009 - 2/2011

Drug Enforcement Administration  
Arlington, Virginia

Hours worked per week: 40

Monthly Salary: \$4,000.00

# of Employees Supervised: 0

Name of Supervisor: Richard Parks - Chief, ADSD

May we contact this employer? Yes

#### Duties

Office Support for the office of executive policy in the office of the deputy administrator. Processing of expenditure requests for the diversion control program. Assisting program analysts in their jobs. Maintaining the Access record database of all diversion transactions. Providing back up administrative support to the office.

#### Reason for Leaving

Employment with Federal Railroad Administration

**Graduate Assistant**  
8/2007 - 5/2009

City of Columbia  
Columbia, South Carolina

Hours worked per week: 20

Monthly Salary: \$1,000.00

# of Employees Supervised: 2

Name of Supervisor: David Hatcher - Information  
Resources Coordinator

May we contact this employer? Yes

#### Duties

Developed a program to measure housing quality to determine the success of the department in accomplishing its mission. Managed records created by the department. Supervised summer interns.

#### Reason for Leaving

Internship ended.

#### Certificates and Licenses

**Skills**

Office Skills

Typing: 40  
Data Entry: 40

Other Skills

ArcGIS Skilled - 1 years and 0 months  
Microsoft Office Expert - 10 years and 0 months  
SPSS Skilled - 1 years and 0 months  
Oracle financial Expert - 3 years and 0 months

**Additional Information**

**References**

Professional  
**Habersberger, Sarah**  
(803) 420-6199  
[seheriot@gmail.com](mailto:seheriot@gmail.com)

Professional  
**Hatcher, David**  
(803) 545-3444  
[dlhatcher@columbiasc.net](mailto:dlhatcher@columbiasc.net)

**Resume**

**Text Resume**

**Attachments**

Attachment	File Name	File Type	Created By
JohnAuvilResume2014.pdf	JohnAuvilResume2014.pdf	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:** 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: David Hatcher, DLhatcher@columbiasc.net, (803) 545-3444  
Erin McCartney, erin.mccartney@dot.gov, 202-493-6454

**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: Work at Federal Railroad Administration and Drug Enforcement Administration both involved public budgeting and policymaking.

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

A: No

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

A: I have a master's degree in public administration, and some minor supervisory experience with interns.

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

A: Yes

**38134 - Director, Executive Budget Office - 60018329**

**Contact Information -- Person ID: 2934198**

Name:	Howard M Knapp	Address:	55 Chesham Ct. Columbia, South Carolina 29209 US
Home Phone:	(803) 743-5276	Alternate Phone:	
Email:	howieknapp@yahoo.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	08/12

**Personal Information**

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

**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**

I am looking for a full time position in SC State government where I can grow professionally and utilize my experience at the Legislative Audit Council to the benefit of other state agencies.

**Education**

**Professional**

*Ave Maria School of Law*  
www.avemarialaw.edu  
8/2009 - 5/2012  
Naples, Florida

Did you graduate: Yes  
College Major/Minor: Law  
Degree Received:  
Professional

**College**

*The Citadel*  
www.citadel.edu  
8/2004 - 5/2008  
Charleston, South Carolina

Did you graduate: Yes  
College Major/Minor:  
History/ Leadership  
Studies  
Degree Received:  
Bachelor's

**Work Experience**

**Associate Auditor**

5/2012 - Present

South Carolina General Assembly Legislative Audit Council  
lac.sc.gov  
1331 Elmwood Avenue  
Columbia, South Carolina 29201  
(803) 253-7612

Hours worked per week:  
40  
Monthly Salary: \$0.00  
Name of Supervisor:  
Andrew Young - Audit  
Manager  
May we contact this  
employer? No

**Duties**

- o Audit state government operations, human resources management, finances, and procedures to identify fraud, waste and abuse, as well as policy and program improvements and consult agency management on recommended improvements.
- o Conduct in-depth analysis of agency records and interviews audited entity's staff and other government

officials.

- o Assist managerial auditors in planning, conducting, and writing audits within established timelines.
- o Prepare concise reports and explain results to audit stakeholders.
- o Perform regulatory and legal compliance assessments well as fiscal responsibility and performance assessments.
- o Participate on, and lead operations relating to, major fraud, waste, and abuse investigations.
- o Assist state government agencies of all sizes with strategic risk management support, including IT risk management / data protection.
- o Audits typically include (but are not limited to): reviews of supply chain and procurement; government contract bidding process; program management and efficiency; information technology systems and management; infrastructure; operations; agency strategy; human resource management (employment/labor law compliance); accounting/fiscal reviews; internal controls; and risk management.
- o Sitting for February 2014 SC Bar Exam and also wish to attain my Certified Fraud Examiner certification in the near future.

#### Law Clerk

1/2012 - 5/2012

City of Bonita Springs, FL: City Attorney's Office  
<http://www.cityofbonitasprings.org/government/departments/city-attorney/>  
 9101 Bonita Beach Road  
 Bonita Springs, Florida 34135  
 (239) 949-6254

Hours worked per week:  
20  
 Monthly Salary: \$800.00  
 # of Employees  
Supervised: 0  
 Name of Supervisor:  
Joseph Faerber -  
Assistant City Attorney  
 May we contact this  
employer? Yes

#### Duties

- o Consulted city council members on land use zoning, real estate law, debt collection law, emerging market economics, and the rise in fraud aimed at senior citizens.
- o Author of city ordinance allowing city to reclaim funds spent on demolishing/rehabilitating abandoned properties.

#### Reason for Leaving

It was a semester clerkship.

#### Summer Associate

5/2011 - 8/2011

Bruner, Powell, Wall & Mullins, LLC  
[www.brunerpowell.com](http://www.brunerpowell.com)  
 Columbia, South Carolina

Hours worked per week:  
55  
 Monthly Salary: \$0.00  
 Name of Supervisor: Joey  
Floyd, Esq. - Partner  
 May we contact this  
employer? Yes

#### Duties

- Drafted legal research, analysis and writing in a wide variety of subject areas, for example; banking, business debarment, real estate, construction law, commercial debt collection, and legal malpractice defense.
- Drafted memos, briefs, complaints, answers, and other pleadings before federal and state administrative agencies, and federal and state courts.
- Worked with Clients and supervising attorney on case strategy.

#### Reason for Leaving

Summer position only.

#### Law Clerk

5/2010 - 8/2010

Florida State Attorney's Office  
<http://sao.cjis20.org/>  
 Fort Myers, Florida

Hours worked per week:  
40  
 Monthly Salary: \$0.00  
 Name of Supervisor:  
Marie Doerr, Esq. -  
Assistant State Attorney  
 May we contact this  
employer? Yes

#### Duties

- o Drafted answers to motions and pleas, ranging from motions to suppress, motions for intention to seek the death penalty, and memos on expert witness testimony.

- o Legal research on topics ranging from Miranda rights to recusal of a judge.
- o Assisted supervising attorney at counsel's table during second degree and manslaughter trials and assisted on four capital murder cases.
- o Worked extensively with "white collar crime" units (with cases involving fraud) as well as the DEA (with cases involving drug offenses).

**Reason for Leaving**

Summer clerkship only.

**Intern**

6/2005 - 7/2005

United States Senate: Senator Conrad Burns  
[www.senate.gov](http://www.senate.gov)  
 Dirksen Senate Office Building  
 Washington, District of Columbia

Hours worked per week:  
 50  
 Monthly Salary: \$300.00  
 Name of Supervisor:  
 Jedediah Link -  
 Legislative Assistant  
 May we contact this  
 employer? Yes

**Duties**

- Organized presentations for U.S. Senate Appropriations committee members.
- Worked with MT State Auditor to apply for federal grants for state fraud programs.
- Led tour groups through U.S. Capitol Complex
- Supported Staff members with organizational research
- Responsible for answering constituent mail (English and Spanish languages)
- Demonstrated effective teamwork and supervision of projects

**Reason for Leaving**

Internship Completed. Cannot contact office because Senator is no longer in office.

**Certificates and Licenses**

Type: Notary Public

Number:

Issued by: Secretary of State Mark Hammond

Date Issued: 7 /2011 Date Expires: 7 /2021

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information**

Additional Information

Sat for SC Bar Exam in Feb. 2014

Sitting for Certified Fraud Examiner exam in 2014

Sitting for Certified Internal Auditor exam in 2014

**References**

Professional

**Hanley, Brad**

Audit Manager

1331 Elmwood Ave.

Suite 315

Columbia, South Carolina 29201

(803) 253-7612

[bhanley@lac.sc.gov](mailto:bhanley@lac.sc.gov)

Professional

**Overcash, Caroline**

Attorney/Auditor- Office of the Inspector General

111 Executive Center Drive

Suite 204

Columbia, South Carolina 29210

(803) 896-4743

[carolineovercash@oig.sc.gov](mailto:carolineovercash@oig.sc.gov)

## Resume

### Text Resume

### Attachments

Attachment	File Name	File Type	Created By
HMK Post Grad Resume.doc	HMK Post Grad Resume.doc	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: 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: S.C. Legislative Audit Council

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: 1) Caroline Overcash, Esq.  
111 Executive Center Drive  
Suite 204  
Columbia, SC, 29210  
803-896-4743

2) E. Brad Hanley  
1331 Elmwood Ave.  
Suite 315  
Columbia, SC, 29201  
803-253-7612

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 a cadet at The Citadel, I worked in the DC office of retired United States Senator Conrad Burns (R-MT); specifically supporting his work on the US Senate Appropriations committee. This was the beginning of my career in government budgeting and policymaking.

While in law school, I clerked for the City Attorney's Office in the City of Bonita Springs, FL. Bonita Springs is a relatively newly incorporated municipality. My role was to come up with new ways to increase revenue without raising taxes (effectively merging government budgeting and policymaking). One of the programs that I developed, and that was eventually passed into law by the city council, dealt with both the FL housing crisis and the problem of abandoned properties. An issue that Lee county FL (and Bonita Springs) faced was the fact that many home/property owners would not keep their properties/structures up to code; sometimes even abandoning the property. Before I drafted the new law, the only remedy available to the city was to continually cite the property owners for not being up to code and levying fines....which many property owners would not pay. After careful research of similar cities across the country and FL state statutes, I drafted a law that would allow the city to physically bring these properties up to code; meaning the city could do anything from mowing the grass of a homeowner who refused to do so, to demolishing buildings that were abandoned and deteriorating. The city would then place a lien on the property; if the lien was not paid, the city would then be able to foreclose on the property, take ownership of that property, and sell it.

Since graduating from law school, I have worked as an auditor with the SC Legislative Audit Council. In this role, my primary duties include working with SC state budgeting of state agencies as well as making policy changing recommendations that are both cost effective and performance enhancing.

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 a cadet at The Citadel, I served as a cadet leader my sophomore, junior, and senior years. My Sophomore year, I was a squad corporal; meaning my duties were to be responsible for the academic, physical, and overall supervision of 5-8 freshman cadets. As a junior, my responsibilities grew when I was promoted to a platoon sergeant (approximately 20-32 cadets) and was responsible for supervising the cadets in that platoon. My senior year, I was elected by the entire corps of cadets (approximately 2,000+ cadets) to be an officer of the cadet honor committee. In this role, I was a senior officer on the Regimental Staff and was one of four honor committee officers that were charged with supervising the cadet honor committee (approximately 50 senior cadet officers); as well as sitting as a "judge" on every honor trial that school year.

In law school, I was elected to serve on the student senate and was re-elected every year until I graduated. The student senate collected revenues from student organizations and appropriated funds to campus-wide activities. I was also elected my second and third year of law school to serve as an executive board member on both the Military Law Society and the Federalist Society.

Also while in law school, I have been the supervising law clerk in the firms and agencies in which I worked.

I am also the Secretary Treasurer of the Col. Thomas Taylor Chapter (Columbia, SC chapter) of the Sons of the American Revolution. In this role, I co-supervise the chapter activities, collect dues, and manage a sizable budget; supervising the appropriation of funds both internally and externally to organizations that promote the education of the Constitution and the American Revolution.

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

**A:** Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 5280165**

Name:	candace johnson	Address:	1040 Rocky Branch Lane Elgin, South Carolina 29045 US
Home Phone:	(803) 438-5146	Alternate Phone:	
Email:	cjohnson072289@hotmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	

**Personal Information**

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

**Preferences**

Preferred Salary:	
Are you willing to relocate?	No

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective****Education****College**

*Centura College*  
[Unspecified Start] - [Unspecified End]  
columbia, South Carolina

Did you graduate: Yes  
College Major/Minor: major business minor admin  
specialist  
Degree Received: Associate's

**High School**

*Iugoff elgin high*  
[Unspecified Start] - [Unspecified End]  
Iugoff, South Carolina

Did you graduate: Yes  
Highest Level Completed: 12  
Did you receive a GED?  
Degree Received: High School Diploma

**Professional**

*atec*  
[Unspecified Start] - [Unspecified End]  
camden, South Carolina

Did you graduate: Yes  
College Major/Minor: business and also elementary  
education  
Degree Received: Other

**Work Experience**

**sub/teacher**  
8/2013 - Present

Hours worked per week: 30  
Monthly Salary: \$0.00  
May we contact this employer? Yes

kershaw county school district/kelly services  
camden, South Carolina

**Duties**

Substitute Teacher- Maintain a positive learning atmosphere in the classroom.  
Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.  
In the classroom, duties were to:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This

may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.

- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures
- Spend the entire assignment working with and for the students. Expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.

**RECEPTIONIST-File Clerk**  
5/2012 - 8/2012

Hours worked per week: 40  
Monthly Salary: \$0.00  
Name of Supervisor: Jonathan Leysath and  
Margaree Harris - Agent and Manager  
May we contact this employer? No

Nationwide Insurance  
Columbia, South Carolina

**Duties**

Nationwide Insurance May 2012-August 2012

Receptionist-File Clerk My duties consisted of Greeting and Meeting Clients. Taking monetary in office and by phone payments. Creating and maintaining an efficient and accessible filing system. Maintaining documents, filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.

- Data entry and loading other necessary information into the software programs.
  - Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
  - Answering and receiving phone calls.
  - Sending faxes in matters related to the office jobs and related works.
  - Works of daily errands, that include handling communications with post office, bank, etc and providing stationary, staples etc.
  - Monitoring the order supplies related to the office.
  - Distributing the incoming mails to the respective staff.
  - Maintaining and organizing the paper and electronic documents. Storing them properly for future reference. Keeping the list of employee communication and contacts updated.
  - Assisting the concerned authorities in matters related to preparation of annual reports, files, weekly reports and annual magazines.
  - Preparing thank you letters for new members or for memorials.
  - Maintaining the up-to-date list of press and contact lists.
- And Much More

**File Clerk -Admin**  
9/2010 - 12/2010

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer? Yes

Great West retirement services  
Columbia, South Carolina

**Duties**

File Clerk. My duties consisted of creating and maintaining an efficient and accessible filing system. Maintaining documents, filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.

- Data entry and loading other necessary information into the software programs.
- Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
- Answering and receiving phone calls.
- Sending faxes in matters related to the office jobs and related works.
- Works of daily errands, that include handling communications with post office, bank, etc and providing stationary, staples etc.
- Monitoring the order supplies related to the office.
- Distributing the incoming mails to the respective staff.
- Maintaining and organizing the paper and electronic documents. Storing them properly for future reference. Keeping the list of employee communication and contacts updated.
- Assisting the concerned authorities in matters related to preparation of annual reports, files, weekly reports and annual magazines.
- Preparing thank you letters for new members or for memorials.
- Maintaining the up-to-date list of press and contact lists.

**Reason for Leaving**

Assignment was Over

**Receptionist/Admin Assist/Office Assist/File Clerk**

5/2006 - 7/2007

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? No

Camden WorkForce Center  
camden, South Carolina**Duties**

Camden Workforce Center May 2006-July 2007

Office Assistant/Receptionist/ Admin

Camden, SC

I have worked at the Camden Workforce Center. My job duties were to manage the front desk, make copies, schedule appointments and answer phones.

Met and greet clients and visitors.

Create and modified documents using Microsoft Office.

Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

Maintain hard copy and electronic filing system.

Signed for and distribute UPS/Fed Ex/ Airborne packages.

Prepare letters from dictation on micro cassettes.

Answer the phones and screen calls for the owner and managers.

Coordinate and maintained records for staff office space, phones, parking, company credit cards and office keys.

Setup and coordinate meetings and conferences.

Maintain and distribute staff weekly schedules.

Maintain employee files, employee database mailing list, and payroll information

Maintain office supplies and supplies for copy machine, printers, and fax machine

Notarize documents

**Reason for Leaving**

closed down

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

Office Skills

Typing:

Data Entry:

Other Skills

receptionist Expert - 2 years and 4 months

**Additional Information**

Additional Information

I am a dedicated individual. I pride myself on getting the job done and I am a quick learner and have great computer skills. I work hard at any task that is put before me and I enjoy challenging myself with any job that I do. I am currently unemployed and praying for a great opportunity. I believe that I am the ideal candidate for many reasons. And that is that I am dedicated. My work speaks for itself. I believe that I am the best candidate for this position because I am a hard worker and I am motivated. I like to learn new things and I am ready for the challenges that come with this position. I also believe that because I have attend college majoring in business and minoring in computer administrative specialist I can use the skills I learned for this job setting. I am also reliable and work well as teams

**References**

Professional

**harris, rebecca**

elgin, South Carolina 29045

(803) 438-3241  
[rebecca.harris@kcsdschools.com](mailto:rebecca.harris@kcsdschools.com)

Professional  
**hill, stephanie**  
 outh Carolina, South Carolina  
 803513-7784

Professional  
**jones, Felicia**  
 864-494-9770  
[a3felicia@gmail.com](mailto:a3felicia@gmail.com)

**Resume**

**Text Resume**

**Attachments**

Attachment	File Name	File Type	Created By
Letter of reommendation.docx	Letter of reommendation.docx	Other	Job Seeker
cover letter 2014.docx	cover letter 2014.docx	Cover Letter	Job Seeker
CandaceJohnson References.docx	CandaceJohnson References.docx	References	Job Seeker
candace.johnson clerical resumes.docx	candace.johnson clerical resumes.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: 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: Candace Johnson  
 1040 Rocky Branch Lane  
 Elgin, SC 29045  
 (803) 438-5146  
 Cjohnson072289@hotmail.com

Business & Personal References

Mrs. Rebecca Harris  
 Blaney Elementary  
 1621 Smyrna Road,  
 Elgin, SC 29045  
 Work Phone: (803) 438-3241  
 rebecca.harris@kcsdschools.com

Ms. Stephanie Hill  
 711 Dixie Avenue  
 Columbia SC 29203  
 Phone (803) 513-7784

Mrs. Felicia Jones  
 118 Waxberry Court  
 Boiling Springs SC 29316  
 Phone 864-494-9770, 864-621-0951  
 a3felicia@gmail.com

And Many More!

**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: No

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

A: No

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

A: no experience in policys , mainly budgeting and accounting associates degree in business

**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: yes managing front office

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

A: Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 2866268**

Name:	Susanne V Douglas	Address:	31 Shadow Moss Drive Beaufort, South Carolina 29906 US
Home Phone:	(843) 270-2970	Alternate Phone:	
Email:	susanne_place@yahoo.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	09/02

**Personal Information**

Driver's License:	Yes, South Carolina , 007334136 , 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:	\$110,000.00 per year
Are you willing to relocate?	Yes I am aggressively applying for Financial Management positions within the Columbia area and SC State
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 , On Call (as needed)

**Objective**

Hands-on, proactive, and well-experienced professional; offering extensive experience in analyzing, planning and leading comprehensive financial and operation strategies in support of business goals and objectives.

**Education****Graduate School**

*Webster University*  
www.webster.edu  
3/2002 - 5/2004  
Charleston, South Carolina

Did you graduate: Yes  
College Major/Minor: Masters of Business Administration  
Units Completed: 96 Quarter  
Degree Received: Master's

**College**

*Columbia College of South Carolina*  
www.columbiacollegesc.edu  
8/1992 - 12/1996  
Columbia, South Carolina

Did you graduate: Yes  
College Major/Minor: Business Entrepreneurship  
Units Completed: 140 Semester  
Degree Received: Bachelor's

**Work Experience****Director of Finance and Administration**

1/2007 - Present

South Carolina Department of Mental Health  
www.scdmh.org  
1050 Ribaut Road  
Beaufort, South Carolina 29902  
(843) 524-8611

Hours worked per week: 37  
Monthly Salary: \$5,166.00  
# of Employees Supervised: 10  
Name of Supervisor: Ray Norris - Executive Director  
May we contact this employer? Yes

**Duties**

- Provide expert oversight to the day-to-day business administrative operations for the Coastal Empire Community Mental Health Center (CECMHC).
- Effectively handle and direct the annual state and grant budget as well as accounting (to include Medicaid billing), human resources, information technology, physical plant services, corporate compliance, and security and procurement across five counties and nine clinics.
- Assume full responsibility in focusing on continuous development, monitoring, and forecasting to improve profitability and growth management.
- Take on a leadership role by serving as the principle advisor on the CECMHC Executive Management Committee.
- Received a Substantially Exceeds on my current EPMS.

**Reason for Leaving**

Still employed, but would prefer to live in Columbia

**Program Administrator**

7/2001 - 1/2007

Advanced Technology Institute  
<http://aticorp.org/>  
 5300 International Blvd  
 N. Charleston, South Carolina 29418  
 (843) 760-3537

Hours worked per week: 40  
 Monthly Salary: \$4,583.00  
 # of Employees Supervised: 2  
 Name of Supervisor: Mike Gwyn -  
 Vice President of Metals Technology  
 May we contact this employer? Yes

**Duties**

Led a team in project schedules, project budgets and work breakdown structures, financial cost analysis using SAP, government compliance standards and development/tracking of project plans for a \$10 million Department of Defense program. Program Administrator for Accessibility Forum; a Health Care initiative that provides assistive technology for people with disabilities.

**Reason for Leaving**

Moved to Beaufort to begin work for SCDMH.

**Financial Management Consultant**

1/1999 - 7/2001

PricewaterhouseCoopers  
<http://www.pwc.com/>  
 PwC Charleston merged with IBM Consultants (address & phone unknown)  
 Charleston, South Carolina 29412  
 (000) 000-0000

Hours worked per week: 70  
 Monthly Salary: \$3,500.00  
 Name of Supervisor: Robert Luby  
 (Retired) - Partner  
 May we contact this employer? Yes

**Duties**

Executed government contract audits and reconciliation development services by performing a database design in SAP and implementation to improve business reengineering. Developed and monitored a new financial process/software module business for the Rock Island Arsenal in Rock Island, Illinois. This position was 100% travel.

**Reason for Leaving**

Began a new position with ATI and I wanted to start Graduate school. I could not attend school if I was traveling 100%.

**Certificates and Licenses**

Type: Certified Public Manager (CPM).  
<http://www.ohr.sc.gov/OHR/employee/OHR-cpm-faqs.phtm>

Number:

Issued by: State of South Carolina

Date Issued: 5 /2011 Date Expires:

**Skills**

Office Skills

Typing: 60  
Data Entry: 0

**Other Skills**

Web Design, HTML Web Accessibility (Section 508) Skilled - 5 years and 0 months

Crystal Reports, SCEIS (Citrix and SRM) Skilled - 2 years and 10 months

Excel, Database intergration, Proficient in SAP Skilled - 10 years and 0 months

**Additional Information**

**Professional Memberships**

Academic Advisory Committee Member  
Technical College of the Lowcountry, Beaufort, SC

**References**

Professional  
**Norris, Ray**  
Current Supervisor - Executive Director  
1050 Ribaut Road  
Beaufort, South Carolina 29902  
(843) 524-8899  
[RDN80@SCDMH.ORG](mailto:RDN80@SCDMH.ORG)

Professional  
**Newton, Eileen**  
Human Resource Director  
1050 Ribaut Road  
Beaufort, South Carolina 29902  
(843) 524-8899

**Resume**

**Text Resume**

**Attachments**

Attachment	File Name	File Type	Created By
SusanneDouglas_2014 resume.doc	SusanneDouglas_2014 resume.doc	Resume	Job Seeker
cover2014_Director.docx	cover2014_Director.docx	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: Yes

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

A: SCDMH

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: Judge Brian Gibbons, Circuit Court

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: Eileen Newton, 650 fort Frederick circle Port Royal, SC 29935 - 843-263-3430  
Dawn Dukes, 5300 Marion Street, Columbia, SC 29410 803-463-1834

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: As the Director of Finance at SCDMH, I analyze, monitor, control and implement annual budgets using SCEIS to develop fiscal reports. I monitor detailed spending, decreasing and increasing revenue trends. I am knowledgeable of Procurements policy and procedures and a principle advisor on various fiscal or community committees.

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 supervise members of the IT, HR, Accounts Receivable, Accounts Payable, Procurement, Fleet and Building Maintenance. In the last year, two staff received performance increases, 4 staff received performance bonus and our IT staff received employee of the year in 2012. Over the past few years, Supervising has become one of my strongest attributes of a state employee.

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

A: Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 18280470**

Name: Eric Alford Address: 133 Letha Lane  
Lexington, South Carolina 29072 US  
Home Phone: (803) 269-9515 Alternate Phone: (803) 957-7418  
Email: Ericlex@aol.com Notification Preference: Email  
Former Last Name: Month and Day of Birth:

**Personal Information**

Driver's License: Yes, South Carolina , 004837962 , 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:  
Are you willing to relocate? No  
Types of positions you will accept: Regular ,  
Seasonal  
Types of work you will accept: Full Time ,  
Part Time  
Types of shifts you will accept: Day

**Objective**

I am nearing retirement from my current federal civil service career (29+ years). I am seeking a position so I can continue to contribute my skills and make a significant contribution to an agency. I could consider part time or full time employment.

**Education**

**Graduate School** Did you graduate: Yes  
*Touro University International* College Major/Minor: M.B.A. Military Management  
[Unspecified Start] - 2003 Degree Received: Master's  
Vallejo, California

**College** Did you graduate: Yes  
*Univ. of South Carolina at Coastal Carolina College* College Major/Minor: B. S. Business Finance  
1/1985 - 7/1989 Degree Received: Bachelor's  
Conway, South Carolina

**Work Experience**

**J-1, State Human Resources Officer** Hours worked per week: 40  
8/2012 - Present Monthly Salary: \$0.00  
# of Employees Supervised: 21  
South Carolina National Guard Name of Supervisor: Brigadier General Darlene  
1 National Guard Road Goff - Director, Joint Staff  
Columbia, South Carolina 29072 May we contact this employer? Yes  
(803) 667-2105

**Duties**

Responsible for developing and preparing Human Resources plans and programs for carrying out responsibilities on a State level, determining methods to be used, approaches to be taken, resolving conflicts that arise, and coordinating work with program officials and external groups.  
Plan, direct, and administer the Human Resources programs for all full-time National Guard personnel to include non-dual status (NDS) federal civil servants, Army and Air National Guard full-time support personnel in Active Guard Reserve (AGR) status, and Army and Air dual status (DS) civil servants.  
Serve as the primary staff advisor to The State Adjutant General, staff elements, and operating official on matters pertaining to manpower and Human Resources management.

Develop and administer state rules and procedures adapted from policies prescribed by National Guard Bureau (NGB), the Office of Personnel Management (OPM), Department of the Army and Department of the Air Force.

Responsible for the Human Resources management of all employees dispersed throughout the state in the Air and Army National Guard, engaged in a variety of jobs in the Federal Wage Grade pay system, General Schedule pay system, and Active Guard Reserve (AGR) pay systems.

Provide services as diverse as recruiting and placement, position classification and management, labor and employee relations, equal employment opportunity, employee development and training, and related clerical and administrative functions for a workforce.

In FY-13, negotiated Incentive Bonuses with a labor union. Successfully administered a federal furlough while maintaining hiring standards, increasing the number of full time employees on board, while exceeding Congressional standards for number of personnel authorized and on-board.

#### Reason for Leaving

Nearing Mandatory Retirement

#### Logistics Management Officer

10/2011 - 7/2012

South Carolina National Guard  
1 National Guard Road  
Columbia, South Carolina 29072  
(803) 667-2105

Hours worked per week: 40

Monthly Salary: \$0.00

# of Employees Supervised: 0

Name of Supervisor: COL Dale Hall - Chief of Staff

May we contact this employer? No

#### Duties

Advise the Chief of Staff and other members of the TAG Command Group on all resource related issues. Provide financial expertise on any issue related to funding, with additional emphasis on federal funds.

Track funding for all annexes of the Master Cooperative Agreements and advise the Command Group on each annex's requirements for federal and state funds.

Coordinate with financial personnel on funding that has been issued in the STANFINS and GFEBS accounting system and advise the Command Group on the status of funds, funds limitations, funding matrices, and mission readiness as it relates to funding. Analyze various programs such as the Government Travel Card program and assist the Chief of Staff with addressing the delinquency rate and other aspects of the Travel Card program.

Analyze and report issues related to logistics and offer recommendations for solutions in areas such as Equipment on Hand, Equipment Substitutes, ETS reports, and FLIPLs. On a quarterly basis, analyze the Installation Status Report and identify significant factors impacting the South Carolina Army National Guard, and recognize solutions to those impacts.

#### Reason for Leaving

Promotion

#### Task Force NRMC Resource Manager (S-8)

4/2007 - 10/2011

U.S. Army  
Ft. Jackson  
Columbia, South Carolina 29072  
(803) 667-2105

Hours worked per week: 40

Monthly Salary: \$0.00

# of Employees Supervised: 1

Name of Supervisor: COL Larry Heisler -  
Commander

May we contact this employer? No

#### Duties

Served on a Title 10 tour as the S-8 Resource Manager for TF NRMC (Task Force Northern Regional Medical Command) at FT Jackson, SC.

Responsible for forecasting, requesting, receiving, and executing all funds received by the Task Force. Coordinated with all staff sections to ensure all missions were accomplished while providing sufficient funds and funding accountability. Analyzed mission requirements, evaluated programs, and executed solutions to achieve mission readiness through rigorous staff procedures. Implemented the Defense Travel System (DTS) for TF NRMC for all four locations: FT. Jackson, SC; Virginia Beach, Virginia, Concord, Massachusetts, and Rock Island, Illinois.

As the S-8, Government Travel Card Manager, DTS System Manager, and GFEBS accounting system manager within TF NRMC, responsible to coordinate with the Logistics officer and contracting personnel on all purchases and contracts to ensure mission readiness, financial propriety, and funds availability.

Awarded a Letter of Appreciation from the Commander (Brigadier General) of Northern Regional Medical Command (NRMC) for superior management of Government Travel Cards within TF NRMC.

#### Reason for Leaving

End of Military tour.

**Financial Manager**

1/1998 - 4/2007

South Carolina National Guard  
9 National Guard Road  
Columbia, South Carolina 29072  
(803) 667-2105

Hours worked per week: 40

Monthly Salary: \$0.00

# of Employees Supervised: 20

Name of Supervisor: LTC Walter Moore - Deputy

United States Property and Fiscal Officer

May we contact this employer? No

**Duties**

Responsible for all federal funds received in the South Carolina Army National Guard, from National Guard Bureau, and other sources. Supervised 20-25 full time personnel, consisting of the Budget, Accounting, Technician Pay, Military Pay, Travel and Commercial Accounts, and Fiscal Systems Analysis sections. Worked daily with all TAG (The Adjutant General) directorates to analyze missions and ensure federal funds were on hand to support all approved requirements. Worked with state personnel on all issues related to the Master Cooperative Agreement funding.

On a continuous basis, evaluated my Management Controls to ensure the safety of federal funds while enhancing the efficiency and effectiveness of program operations, in order to accomplish the increasing number of missions/requirements.

Supervised professional level personnel in the areas of accounting, budgeting, payroll, and accounts payable. Instituted plans to enhance programs to increase the national ranking of the SCARNG. Trained and assisted TAG directorates in proper funding utilization for program management and as a result became very familiar with all programs within the SCARNG.

Routinely developed plans and policy letters for all federal financial issues such as Management Controls, payroll, accounting, and federal expenditures. Received a score of successful or better on all audits and inspections.

**Reason for Leaving**

Active Duty Tour for Career Development

**Budget Officer**

7/1989 - 1/1998

South Carolina National Guard  
9 National Guard Road  
Columbia, South Carolina 29072  
(803) 667-2105

Hours worked per week: 40

Monthly Salary: \$0.00

# of Employees Supervised: 0

Name of Supervisor: LTC William R. Clark -  
Financial Manager

May we contact this employer? No

**Duties**

As the Budget Officer, analyzed, forecasted, requested, received, and distributed federal funds for the SCARNG. Received federal funds via the PBAS system, and distributed these funds to the appropriate TAG directorates. Provided advice to TAG staff officers on fiscal law and provided analysis of various programs to enhance financial efficiencies. On a daily basis, utilized my knowledge of the SCNG and organization staff procedures to efficiently analyze problems and develop courses of action to resolve these difficulties. Prepared reports and developed plans, policies, and correspondence to address utilization of resources in areas such as Government Travel Cards, local purchases, accounting, budgeting, payroll, and dual compensation. Received a score of successful or better on all audits and inspections.

**Reason for Leaving**

Promotion

**Training Officer**

8/1984 - 7/1989

South Carolina National Guard  
Charleston Hwy.  
Georgetown, South Carolina 29440  
(803) 667-2105

Hours worked per week: 40

Monthly Salary: \$0.00

# of Employees Supervised: 1

Name of Supervisor: CPT Roy Pipkin -  
Administrative Officer

May we contact this employer? No

**Duties**

Training Officer for 4-178th FA, responsible for all training planning and coordination within the artillery battalion.

Drafted the Yearly Training Program and Yearly Training Guidance, requested all Training areas and equipment for exercises and live fire exercises.

Served as the Battalion Communications custodian (COMSEC) and classified documents custodian. Served as the Battalion Physical Security Officer and ensured physical security and key control procedures were in place at all five subordinate units.

Forecasted and requested all training ammunition and training devices. On a quarterly basis I prepared the Unit Status Report for the Commander. Received a successful or better on all audits and inspections.

**Reason for Leaving**

Promotion

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

Office Skills

Typing: 40

Data Entry: 0

Other Skills

General MS Office computer skills Skilled - 23 years and 0 months

Languages

English - Speak, Read, Write

**Additional Information**

Additional Information

With over 30 years combined career with the SC National Guard, exhibit successful operational, leadership, and management experience in a fast paced environment requiring sound judgment, and adherence to high standards of ethical behavior. Experienced professional leading subordinates to achieve challenging goals while complying with financial and personnel regulatory requirements. Expert in federal funding laws and processes, as well as federal personnel staffing processes that streamline operations, enhance efficiency, and reduces operating cost. Demonstrated performance:

**Military Service**

Member of the South Carolina Army National Guard since 16 October, 1980. Current Rank - Colonel  
Commissioned, Palmetto Military Academy, 1982.

Finance Officer qualified

Field Artillery officer qualified

**Professional Memberships**

Member, American Society of Military Comptrollers

Member, National Guard Association of the US and S.C.

**Volunteer Experience**

Previous Member, Town of Lexington Planning Committee

Previous Member, S.C. National Guard Federal Credit Union Credit Committee

Previous Secretary, National Guard Chapter, American Society of Military Comptrollers

**Personal**

Married 27 years

Two adult children

**Technical**

Certified Defense Financial Manager (CDFM)

**References**

Professional

**Goff, Darlene**

Brigadier General, Director of Joint Staff

1National Guard Road

Columbia, South Carolina 29072

803-299-4014

[Darlene.m.goff.mil@mail.mil](mailto:Darlene.m.goff.mil@mail.mil)

### 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: Spouse- Joanna Alford, Art Teacher, Pleasant Hill Middle School, Lexington School District 1.

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: Darlene Goff, 1 National Guard Road, Columbia, SC 29201, 803-299-4014

Ronald Taylor, 1 National Guard Road, Columbia, SC 29201, 803-530-0878

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
<b>3.</b> Q: Do you have at least five (5) years of experience in public budgeting and/or policymaking in the public sector? A: Yes
<b>4.</b> Q: If you answered "Yes" to question three, please describe your experience. A: Over 23 years experience as a federal employee working as a State Budget Officer, Comptroller, and Resource Manager on Active Duty.
<b>5.</b> Q: Do you have at least three (3) years of supervisory experience? A: Yes
<b>6.</b> Q: If you answered "Yes" to question three, please describe your experience. A: I have over 12 years experience managing personnel as a federal employee. At times I have supervised as many as 22-25 employees.
<b>7.</b> Q: Do you have experience with Microsoft Word and Excel? A: Yes

**38134 - Director, Executive Budget Office - 60018329****Contact Information -- Person ID: 1984709**

Name: Kadierdre S Grooms Address: 404 Regency Dr. Suite 101  
Fayetteville, North Carolina 28314 US  
Home Phone: (843) 441-7626 Alternate Phone: (843) 623-6357  
Email: kjusk@aol.com Notification Preference: Email  
Former Last Name: Month and Day of Birth: 01/07

**Personal Information**

Driver's License: Yes, South Carolina , 004132347 , 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: \$0.00 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

**Objective****Education**

**Graduate School**  
*Webster University*  
www.webster.edu  
6/2000 - 12/2002  
St. Louis, Missouri

Did you graduate: Yes  
College Major/Minor: Human Resources  
Units Completed: 120 Quarter  
Degree Received: Master's

**Graduate School**  
*Webster University*  
www.webster.edu  
6/2000 - 12/2002  
St. Louis, Missouri

Did you graduate: Yes  
College Major/Minor: Management  
Units Completed: 120 Quarter  
Degree Received: Master's

**College**  
*University of South Carolina*  
www.sc.edu  
8/1992 - 9/1996  
Columbia, South Carolina

Did you graduate: Yes  
College Major/Minor: Political Science/Criminal Justice  
Units Completed: 120 Quarter  
Degree Received: Bachelor's

**Work Experience**

**Senior Accountant**  
1/2005 - Present

Corvias Group  
www.picernemilitaryhousing.com  
903 Armistead St.  
Fort Bragg, North Carolina 28307  
(910) 764-4500

Hours worked per week: 40  
Monthly Salary: \$5,000.00  
# of Employees Supervised: 3  
Name of Supervisor: Judith Smith - Regional Accounting Manager  
May we contact this employer? No

**Duties**

Assist Regional Accounting Manager with coordination and preparation of monthly, quarterly, and annual financial and audit information.

Coordinate with Program Director, Regional Property Director, Regional Property Manager, and Senior Vice President of Property Management as related to Property Management (monthly operating statement review and commentary and provide support for annual budget preparation).  
 Train the installation team in regards to accounting controls, policies, procedures, and financial reporting.  
 Prepare monthly reports for issuance to corporate, installation highlights, highlight variances, budget comparison, delinquency report, and general conditions.  
 Review and approve payable check runs for construction, single unaccompanied housing, and family housing.  
 Issue checks for partners and communities.  
 Reconciliation of tenant, property management, construction, and single unaccompanied housing monthly bank statements.  
 Record communities entries in coordination with corporate entries to include the waterfall, fees, operating allowance, ocip, and insurance.  
 Prepare and wire monthly tenant refunds and deposits for family housing and single unaccompanied housing.  
 Submit weekly reporting to accounting manager detailing activities of accounting staff members, outlining any issues or concerns and noting upcoming deliverables and events.  
 Perform semi-annual reviews and establish goals for PM Staff Accountant, Accounts Payable Clerk, and Tenant Ledger Accounting personnel.  
 Develop training and mentoring plans for staff to be reviewed and approved by Regional Accounting Manager.  
 Prepare and issue the distribution of the monthly operating process to include the final MOS and variance explanations.  
 Assist the Regional Accounting Manager with basic housing allowance process and oversee the review and maintenance of tenant receivable ledgers.  
 Support the monthly close process and other special projects to the Regional Accounting Manager.  
 Assist with the annual budget process by providing accurate and timely input to property management and construction on historical data and formulation of annual budgets.  
 Monthly review of budget versus actual for revenue and expenses on a monthly basis and provide ongoing support for reporting accuracy of financial information.  
 Prepare monthly and quarterly financial reporting statements to The Department of the Army and corporate.  
 Prepare soft costs of monthly loan draw.  
 Prepare monthly audit package to include all balance sheet reconciliations.  
 Assist with semi-annual internal and annual external audit preparation in compliance with established SOP's and governmental and external audit guidelines.  
 Responsible for monthly reporting of tenant activity to bank lender to include, occupancy, renovation, demolition, new homes, and available units.

**Reason for Leaving**

Still employed

**Accounting Technician III**

10/2004 - 1/2005

Cumberland County Department of Social Services  
[www.dss.co.cumberland.nc.us/](http://www.dss.co.cumberland.nc.us/)  
 1225 Ramsey St  
 Fayetteville, North Carolina 28301  
 (910) 323-1540

Hours worked per week: 40

Monthly Salary: \$2,355.00

Name of Supervisor: Robert Mezera - Accounting Specialist II

May we contact this employer? Yes

**Duties**

To prepare agency budgets and budget amendments. Authorize payment of invoices, encumbrance funds for purchases. Monitor expenditures. Prepare DSS 1571. Analyze state and county financial reports for monitoring and verification purposes. Review reports prepared by others for accuracy/completeness. Prepare financial reports. Interpret fiscal policy for use and procedures. Provide technical assistance and support to staff. Provide information to various outside agencies and individuals. Provide technical assistance and support to all agency staff relative to budgeting.

**Reason for Leaving**

another job offer

**Deferred Payment Plan Coordinator**

12/2003 - 10/2004

Florence Darlington Technical College  
[www.fdtc.edu](http://www.fdtc.edu)

Hours worked per week: 20

Monthly Salary: \$1,108.00

Name of Supervisor: Connie Morris - Director Business Affairs

May we contact this employer? Yes

2715 W. Lucas St.  
 Florence, South Carolina 29501  
 (843) 661-8315

**Duties**

Coordinate and implement the new deferred payment plan designed by the college.  
 Prepare and analyze statistical data concerning the effectiveness of the plan payment.  
 Accept and process any and all payments made to the college. Provide a variety of accounting duties to the business office, including, first, second, and third billing notices. Serve as a customer service representative assisting the students and staff, with all accounting needs.

**Reason for Leaving**

military relocation

**Manager**

2/1988 - 8/2003

Pageland Palace  
 1107 West McGregor St.  
 Pageland, South Carolina 29728  
 (843) 339-9849

Hours worked per week: 40  
 Monthly Salary: \$2,500.00  
 Name of Supervisor: Janie Byrd - Owner  
 May we contact this employer? Yes

**Duties**

Manage a multi-million dollar business. Supervise up to seven employees. Responsible for daily operations of the business including daily openings and closings. Prepare paper work as required by the State of South Carolina's Tax Commission on intake and outputs for the business. Responsible for day to day book keeping for the business.

Responsible for recruitment. Conduct all hiring and firing sessions. Handle all new employee training and orientation. Handle all work and time off scheduling. Responsible for payroll and accurate time sheets. Responsible for all inventory of business. Serve as customer service representative. Serve as liaison between owners and employees.

**Reason for Leaving**

out of business; military relocation

**Economic Service Specialist II**

10/1999 - 11/2002

Department of Social Services (Florence)  
 2685 South Irby St. Box A  
 Florence, South Carolina 29505  
 (843) 669-3354

Hours worked per week: 37  
 Monthly Salary: \$1,434.00  
 Name of Supervisor: Dianne Eagleton - Food Stamp Supervisor  
 May we contact this employer? Yes

**Duties**

Establish an applicant's eligibility for food stamp benefits. Determine the correct amount of benefits to be administered. Promote the general welfare and safeguard the health and well-being of low income households. Deliver a wide range of social services to help restore or improve the customer's self-reliance.

**Reason for Leaving**

military relocation

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

Office Skills

Typing:

Data Entry:

**Additional Information****References**

Professional  
**Shay, John**

Senior Vice President of Construction  
 PO Box 530  
 Ft.Meade , Maryland 20755  
 (910)824-0977  
[john.shay@corvias.com](mailto:john.shay@corvias.com)

Professional  
**Noland, Judith**  
 Controller  
 260 Bright wood Dr.  
 Raeford , North Carolina 28376  
 (910)587-28376

Professional  
**Deisiderio, Jeniffer**  
 Management Accountant  
 1378 Raven Rd. Clarksville  
 Florence, Tennessee 37042  
 (570)574-6058

Personal  
**Rogers, Cherie**  
 Esquire  
 7507 Lamoye Court  
 Alexandria, Virginia 22315  
 (703) 541-3055

## 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: Ethel Moore Department of Corrections-aunt

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: Marie Frevola- 910-964-2653  
Azizi Hamilton 910-850-1172

**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: No

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

A: While i dont have 5 years expereince in public budgeting and policy making in the public sector. I have nine years experience in budget creation along with overseeing monthly budgets for a portfolio that includes six companies.

**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: Along with a masters degree in management I have vast supervisory experience. I have supervised up to seven employees in for a multi site gaming business; along with my current supervisory role as senior accountant for the Fort Bragg location of Corvias Group.

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

A: Yes