

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Anchia, Rick  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 4:08 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Anchia, Rick		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 186 Brittany Place Dr, Apt H, Hendersonville, North Carolina 28792		
HOME PHONE: 828-734-3775	ALTERNATE PHONE:	EMAIL ADDRESS: ranchia@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: NC Number: 8260932	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	
OBJECTIVE:	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Western Carolina University	
LOCATION: (City, State) Cullowhee, North Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting & Music	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 10/2011 To: Present	EMPLOYER: Evergreen Packaging Group	POSITION TITLE: Sr. Cost Analyst
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: * Participates in monthly and annual financial closing process. * Preparation of the location's annual operating plan. * Provide timely, quality financial information to the mill that supports operations. * Monitors mill and departmental costs. Reports on trends and investigates exceptions. * Provides timely, quality financial information to the mill that supports operations. * Works to identify reporting needs and efficiencies then implements reporting changes to meet those criteria. * Completes ad-hoc business analysis that assists to develop business direction. * Insures internal control policies and procedures are adhered to. * Assists in profit forecasting		
REASON FOR LEAVING:		
DATES: From: 3/2005 To: 10/2011	EMPLOYER: Evergreen Packaging Group	POSITION TITLE: North American Packaging Senior Cost Analyst
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

**DUTIES:**

- \* Responsible for month end Customer Rebate closing process which includes the verification of customer sales and rebate figures.
- \* Control and manage the monthly distribution of North American Packaging rebate checks to the customers.
- \* Remediate Internal Control & Balance Sheet exceptions with the plant controllers in the division.
- \* Assist the division with the Operating Plan including the Coated Board Cut Up plan with customer specific data provided by the commercial sales team. This plan is the basis of the Packaging Division's Operating Plan.
- \* Verify and compile the data for the Incentive Compensation program at each of the North American Packaging facilities.
- \* Participate in peer reviews for upcoming internal control audit reviews.
- \* Participate in internal control audits for the company including Latin American locations.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 8/2004 To: 3/2005	<b>EMPLOYER:</b> Blue Ridge Paper Products	<b>POSITION TITLE:</b> Consolidated Financial Analyst
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- \* Compiled and distributed reports and analyses on actual monthly consolidated financial results for senior management.
- \* Compiled and consolidated forecasts for the company weekly and on an as needed basis for senior management.
- \* Assisted in preparation of operating plan for manufacturing and the consolidation of plans for the company, including subsequent analysis of variances between plan, forecast, and actual results.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 6/2001 To: 8/2004	<b>EMPLOYER:</b> Harrah's Cherokee Casino & Hotel	<b>POSITION TITLE:</b> Financial Analyst II - Marketing
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- \* Performed back end analysis on Marketing programs including Direct Mail, Showroom, Entertainment, Special Events, & Promotions.
- \* Assisted Marketing & Security management with strategic planning and budgeting.
- \* Produced ad-hoc analysis using the database information including cost effective Direct Mail programs and Guest Offer Behavior patterns.
- \* Reviewed Marketing proformas for feasibility & profitability.
- \* Produced revenue analysis based on hotel yielding.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 6/2000 To: 6/2001	<b>EMPLOYER:</b> Harrah's Cherokee Casino & Hotel	<b>POSITION TITLE:</b> Staff Accountant II
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- \* Reconciled Balance Sheet accounts.
- \* Enforced T&E policy including massive reconciliation & collection from past due accounts.
- \* Verified Capital Expenditures requests for completeness & budgetary compliance including soft costs for 15-story hotel tower.
- \* Analyzed expenses for department's monthly closing.
- \* Assisted Accounts Payable department with various duties.

**REASON FOR LEAVING:****CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:  
Data Entry:

**OTHER SKILLS:****LANGUAGE(S):**

English - ☐ Speak ☐ Read ☐ Write  
Spanish - ☐ Speak ☐ Read ☐ Write

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Mollie Gantt 803-513-6648  
Steven Crumpler 828-736-4074
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Rick Anchia on 4/16/14 4:08 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Avant, Thomas  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 6:24 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Avant, Thomas		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 825 Bleeker Lane, West Columbia, South Carolina 29169		
HOME PHONE: (478) 521-0728	ALTERNATE PHONE:	EMAIL ADDRESS: thomas_c_avant@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 103274432	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$56,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: My objective is to obtain a challenging and rewarding leadership opportunity, in which I can utilize my education, skills, professional experience, and expertise to effectively serve as a long term organizational asset and public servant.	

## EDUCATION

DATES: From: 1/2008 To: 12/2009	SCHOOL NAME: Georgia College & State University	
LOCATION: (City, State) Milledgeville, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Administration		UNITS COMPLETED: 36 - Semester
DATES: From: 8/1999 To: 7/2005	SCHOOL NAME: Georgia Southern University	
LOCATION: (City, State) Statesboro, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration/Management		UNITS COMPLETED: 129 - Semester
DATES: From: 8/1995 To: 5/1999	SCHOOL NAME: Brentwood School	
LOCATION: (City, State) Sandersville, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 5/2013 To: Present	EMPLOYER: South Carolina Department of Health and Human Services	POSITION TITLE: Auditor IV
ADDRESS: (Street, City, State, Zip Code) 1801 Main Street, Columbia, South Carolina 29202		COMPANY URL: www.scdhhs.gov
PHONE NUMBER:	SUPERVISOR: Stephen Nowell - Division Director, Division of Audits	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED:

## DUTIES:

- Perform professional auditing duties for the South Carolina Medicaid Electronic Health Record (EHR) Incentive Program, specifically relating to the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- Provide an external review of the EHR incentive payments distributed to Medicaid providers to ensure eligibility and appropriate use of the EHR funds
- Determine and develop audit protocols and methodology; Complete on-site visits to the providers' offices to validate claim data submitted electronically and conduct limited testing of financial and other documentation to determine compliance with applicable state and federal requirements

• Conduct audits of payments to Medicaid providers receiving EHR incentive funds as required by the South Carolina Medicaid Health Information Technology Plan

**REASON FOR LEAVING:**

I am currently employed here.

<b>DATES:</b> From: 10/2011 To: 4/2013	<b>EMPLOYER:</b> Macon Police Department	<b>POSITION TITLE:</b> Grants Coordinator
<b>ADDRESS:</b> (Street, City, State, Zip Code) 682 Cherry Street, Macon, Georgia 31201		<b>COMPANY URL:</b> www.macon.net
<b>PHONE NUMBER:</b> (478) 803-2352	<b>SUPERVISOR:</b> Mike Burns - Chief of Police	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$3,017.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- Coordinated all grant functions for the department, including, but not limited to, grant research and proposal development, budgeting and financial administration, program and project management, reporting and compliance, and accounting
- Coordinated and collaborated with all stakeholders, including city and county personnel, government administrators, elected officials, and community partners; to identify, implement, and complete numerous large-scale grant projects
- Identified appropriate needs to be addressed through the grants process, developed community partnerships, and generated grant funding to provide additional organizational and community resources to better serve the public
- Ensured fiscal responsibility and compliance with all applicable federal, state, and local regulations; and performed all accounting functions for individual grants within the Macon Police Department

**REASON FOR LEAVING:**

I resigned to pursue a career opportunity with the South Carolina Department of Health and Human Services.

<b>DATES:</b> From: 1/2011 To: 10/2011	<b>EMPLOYER:</b> Denmark Technical College	<b>POSITION TITLE:</b> Grants Coordinator I
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1126 Solomon Blatt Blvd., Denmark, South Carolina 29042		<b>COMPANY URL:</b> www.denmarktech.edu
<b>PHONE NUMBER:</b> (803) 793-5176	<b>SUPERVISOR:</b> Teresa Mack - Director of Grants and Sponsored Programs	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$2,917.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Coordinated and developed grants for continued funding of the NNSA grant for STEM (Science, Technology, Engineering, and Mathematics) related projects;  
Coordinated and analyzed grants to help build capacity and financial sustainability for the institution;  
Reviewed grant requirements to ensure feasibility of developing programs to supplement local annual budget allocations;  
Monitored the grant project and prepared budget projections, financial statements, reports, and complex analyses according to state and federal regulations

**REASON FOR LEAVING:**

I resigned to pursue another career opportunity.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:  
Data Entry:

**OTHER SKILLS:**

computer skills - Expert - 15 years and 0 months  
Detail-oriented; Results driven - Expert - 15 years and 0 months  
organizational, analytical, and critical thinking - Expert - 15 years and 0 months  
social, people, and interpersonal skills - Expert - 15 years and 0 months  
team player - Expert - 15 years and 0 months  
report writing - Expert - 15 years and 0 months  
Excellent presentation skills - Expert - 15 years and 0 months  
leadership - Expert - 15 years and 0 months  
oral and written communication skills - Expert - 15 years and 0 months  
research, interpret, analyze, disseminate data - Expert - 15 years and 0 months  
Auditing, Accounting, and Financial Management - Expert - 3 years and 0 months  
Grants Management - Expert - 3 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION**

Professional Memberships  
Georgia Southern University - College of Business Administration - Eagle Executive Society  
Honors & Awards  
Dean's List - 2005 - Georgia Southern University; 3.6 GPA in Master of Business Administration program at Georgia College and State University  
Professional Memberships  
Georgia Southern University - Alumni Association  
Professional Memberships  
The Institute of Internal Auditors (IIA) - Palmetto Chapter

## Professional Memberships

South Carolina State Internal Auditors Association (SIAA)

## Additional Information

## Professional Development Coursework:

AmeriCorps Program Director Training – Georgia Department of Community Affairs – Georgia Commission for Service and Volunteerism - Atlanta, Georgia – 2011

Grant Management USA – Grant Management Workshop – Atlanta, Georgia – 2011

Grant Writing USA – Grant Writing USA Workshop – Charleston, South Carolina – 2011

Grant Writing USA – Grant Writing Workshop – Macon, Georgia – 2011

Truven Health Analytics – Advantage Suite – End User Training - 2013

South Carolina State Internal Auditors Association (SIAA) – “Fraud Detection and Investigation for Government Auditors” Training – 2013;

“Internal Audit Best Practices and Fundamental Principles” Training – 2013; “Emotional Intelligence, Interpersonal Skills, and Leadership and Influence”

Truven Health Analytics – DataProbe – End User Training – 2013

Microsoft Word 2010 (Advanced) Training – 2013; Microsoft Excel 2010 (Advanced) Training – 2013; Microsoft Office 365 – Outlook Web Application Training - 2013

## REFERENCES

REFERENCE TYPE: Professional	NAME: Bob Brown	POSITION: Former Associate VP, Economic and Workforce Development and Continuing Education
ADDRESS: (Street, City, State, Zip Code) 624 Wells Drive, Orangeburg, South Carolina 29115		
EMAIL ADDRESS: robjsphr@yahoo.com		PHONE NUMBER: (803) 606-9342
REFERENCE TYPE: Professional	NAME: Lula Williams	POSITION: Former PAL Mentor Coordinator
ADDRESS: (Street, City, State, Zip Code) Macon Police Department, P.O. Box 247, Macon, Georgia 31202		
EMAIL ADDRESS: chinafaye@aol.com		PHONE NUMBER: (478) 335-0995
REFERENCE TYPE: Professional	NAME: Janeseia Roberts	POSITION: Fiscal Technician
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (478) 973-6750
REFERENCE TYPE: Professional	NAME: Erica Jackson	POSITION: Director of Management Services
ADDRESS: (Street, City, State, Zip Code) Macon Police Department, P.O. Box 247, Macon, Georgia 31202		
EMAIL ADDRESS: ejackson@mpd.macon.ga.us		PHONE NUMBER: (478) 803-2330
REFERENCE TYPE: Professional	NAME: Sherita Jones	POSITION: Grants Accountant
ADDRESS: (Street, City, State, Zip Code) P.O. Box 247, Macon, Georgia 31202		
EMAIL ADDRESS: Sherita.Jones@macon.ga.us		PHONE NUMBER: (478) 751-7366

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Department of Health and Human Services
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Bob Brown  
624 Wells Drive  
Orangeburg, South Carolina 29115  
803-606-9342  
robjsphr@yahoo.com  
  
Sherita Jones  
P.O. Box 247  
Macon, Georgia 31202  
478-751-7366  
Sherita.Jones@macon.ga.us
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Thomas Avant on 4/16/14 6: 24 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Bramlett, Brie C  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 11:24 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Bramlett, Brie C		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1616 Morninghill Drive, Columbia, South Carolina 29210		
HOME PHONE: (803) 936-2339	ALTERNATE PHONE: (803) 466-2592	EMAIL ADDRESS: briebramlett2@live.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 100597966	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: I completed my American Bar Approved paralegal certification from Midlands Technical College in 2008. In addition, I hold a Bachelor of Business Administration in Finance from Augusta State University. I am seeking a FTE position with the State of South Carolina which will utilize my paralegal and finance/accounting skills and degrees.	

## EDUCATION

DATES: From: 8/2007 To: 5/2008	SCHOOL NAME: Midlands Technical College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Certification
MAJOR: Paralegal Certificate Program		UNITS COMPLETED: 2 - Semester
DATES: From: 8/2001 To: 5/2003	SCHOOL NAME: Augusta State University	
LOCATION: (City, State) Augusta, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Finance		UNITS COMPLETED: 4 - Semester
DATES: From: 8/1984 To: 5/1986	SCHOOL NAME: Kennesaw State University	
LOCATION: (City, State) Kennesaw, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Business Administration		UNITS COMPLETED: 4 - Semester

## WORK EXPERIENCE

DATES: From: 6/2013 To: Present	EMPLOYER: Not employed - seeking position	POSITION TITLE: N/A
ADDRESS: (Street, City, State, Zip Code) 1616 Morninghill Drive, Columbia, South Carolina 29210		COMPANY URL:
PHONE NUMBER: (803) 936-2339	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 0	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: N/A		
REASON FOR LEAVING: *My full-time temporary position with the South Carolina Retirement System Investment Commission ended on 6/14/2013. I am now seeking a new position with the State of South Carolina. Since June 14, 2013, I have continued my investment activities in securities, as well as traveling, and mastering the latest version of Microsoft Office 2013.		



DATES: From: 10/2011 To: 6/2013		EMPLOYER: South Carolina Retirement System Investment Commission	POSITION TITLE: Paralegal
ADDRESS: (Street, City, State, Zip Code) 1201 Main Street, Suite 1501, Columbia, South Carolina 29201		COMPANY URL: <a href="http://ic.sc.gov/">http://ic.sc.gov/</a>	
PHONE NUMBER: (803) 240-4701	SUPERVISOR: Curtis M. Loftis, Jr. - Commissioner, SC Retirement System Investment Comm		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,200.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Drafting legal and tax-related documents, drafting letters, responding to Freedom of Information requests and keeping detailed tracking of same, providing edits and additions to the commission meeting minutes, and conducting in-depth research.			
REASON FOR LEAVING: The full-time temporary Paralegal position was discontinued on June 14, 2013 due to lack of work and the agency's budgetary concerns.			
DATES: From: 7/2010 To: 2/2011		EMPLOYER: Nexsen Pruet, LLC	POSITION TITLE: Legal Assistant
ADDRESS: (Street, City, State, Zip Code) 1230 Main Street, Suite 700, Columbia, South Carolina 29201		COMPANY URL: <a href="http://www.nexsenpruet.com">www.nexsenpruet.com</a>	
PHONE NUMBER: (803) 771-8900	SUPERVISOR: Norma Jean Hill - Manager		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 38	SALARY: \$3,920.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Legal Assistant - Drafting legal documents relating to tax matters; company welfare benefit and retirement plans; and wills, trusts and estates.			
REASON FOR LEAVING: I was laid off.			
DATES: From: 2/2008 To: 7/2010		EMPLOYER: McNair Law Firm	POSITION TITLE: Paralegal
ADDRESS: (Street, City, State, Zip Code) 1221 Main Street, Suite 1800, Columbia, South Carolina 29201		COMPANY URL: <a href="http://www.mcnair.net">www.mcnair.net</a>	
PHONE NUMBER: (803) 799-9800	SUPERVISOR: Joy Mandanas - Attorney		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 38	SALARY: \$3,417.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Paralegal for a Shareholder who specializes in public finance/bonds, a Special Counsel who specializes in immigration and an Associate who specializes in bonds. Utilization of DOCS, CMS, Lawlogix, Microsoft Office Suite, Westlaw, Lexis Nexis.			
REASON FOR LEAVING: I accepted a position with Nexsen Pruet.			
DATES: From: 11/2006 To: 1/2008		EMPLOYER: Haynsworth Sinkler Boyd, P.A.	POSITION TITLE: Legal Secretary
ADDRESS: (Street, City, State, Zip Code) 1201 Main Street, 22nd Floor, Columbia, South Carolina 29201		COMPANY URL: <a href="http://www.hsbawfirm.com">http://www.hsbawfirm.com</a>	
PHONE NUMBER: (864) 779-3080	SUPERVISOR: Jenny Lanford - Attorney		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 38	SALARY: \$3,500.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Legal Secretary specializing in business law and public finance/bonds assisting two Shareholders, one Associate and several Law Student Interns. Drafting legal documents and correspondence; managing and maintaining files; communicating with clients; utilizing all components of Microsoft Office; proficiency with DOCS Open, CMS Quick Image, CMS Quick Look, CMS Time Entry.			
REASON FOR LEAVING: While at Haynsworth Sinkler Boyd, I was in the process of completing my ABA approved paralegal certificate at Midlands Technical College. In addition, I hold a Bachelor of Business Administration in Finance from Augusta State University. I desired a more challenging position where I could utilize my paralegal and finance/accounting skills.			
DATES: From: 1/1992 To: 7/2005		EMPLOYER: Charles Schwab & Co.	POSITION TITLE: Securities Investor/Trader
ADDRESS: (Street, City, State, Zip Code) 803-936-2339		COMPANY URL:	
PHONE NUMBER: 803-936-2339	SUPERVISOR: N/A - self		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Buying and selling securities.			
REASON FOR LEAVING: I was essentially self-employed with Schwab. Charles Schwab provided me with a margin trading account to buy and sell stocks and securities. For example, I placed \$100,000 in my trading account from my personal funds and Charles Schwab placed an additional \$200,000 in the account for me to trade with. I paid commission on all trades to Schwab and if my balance ever fell below my initial investment, I was required to add additional funds (margin call).			

### CERTIFICATES AND LICENSES

## TYPE:

American Bar Association Paralegal Certification

## LICENSE NUMBER:

## ISSUING AGENCY:

### Skills

## OFFICE SKILLS:

Typing: 80

Data Entry: 70

## OTHER SKILLS:

PowerPoint - Skilled - 12 years and 0 months

Outlook - Expert - 10 years and 0 months

Worksite File Integration via Outlook - Skilled - 2 years and 0 months

Lawyer/Paralegal computerized time entry - Expert - 4 years and 2 months

Lexis Nexis Search - Skilled - 3 years and 6 months

doPDF v7 - Beginner - 1 years and 0 months

West Law - Skilled - 5 years and 0 months

Excel - Expert - 12 years and 0 months

Word - Expert - 12 years and 0 months

Adobe Acrobat X Pro - Skilled - 2 years and 0 months

## LANGUAGE(S):

English - ■ Speak ■ Read ■ Write

### ADDITIONAL INFORMATION

## Honors &amp; Awards

I graduated with a 3.75 GPA from Midlands Technical College (Paralegal Certificate Program).

### REFERENCES

## REFERENCE TYPE:

Professional

## NAME:

Sondra Vitols

## POSITION:

Portfolio Manager, NC Dept. of the Treasurer

## ADDRESS: (Street, City, State, Zip Code)

8208 Bald Eagle Lane, Wilmington, North Carolina 28411

## EMAIL ADDRESS:

vitols@mindspring.com

## PHONE NUMBER:

(917) 449-5407

## REFERENCE TYPE:

Professional

## NAME:

Joy Mandanas

## POSITION:

Associate Counsel, Office of Chief Counsel,  
US Citizenship and Immigration Services

## ADDRESS: (Street, City, State, Zip Code)

600 Forest Glen Road, Silver Spring, Maryland 20901

## EMAIL ADDRESS:

joy\_vic@yahoo.com

## PHONE NUMBER:

(803) 727-4439

## REFERENCE TYPE:

Professional

## NAME:

Curtis M. Loftis, Jr.

## POSITION:

Commissioner, South Carolina Retirement  
System Investment Commission

## ADDRESS: (Street, City, State, Zip Code)

State Treasurer of South Carolina, P.O. Box 11778, Columbia, South Carolina 29211

## EMAIL ADDRESS:

curtis@curtisloftis.com

## PHONE NUMBER:

(803) 240-4701

## REFERENCE TYPE:

Professional

## NAME:

Johanna Valenzuela

## POSITION:

Assistant Attorney General, S.C. Attorney  
General's Office

## ADDRESS: (Street, City, State, Zip Code)

P.O. Box 11549, Columbia, South Carolina 29211-1549

## EMAIL ADDRESS:

jvalenzuela@scag.gov

## PHONE NUMBER:

803-734-3733

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.  
None
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?  
N/A
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.  
N/A
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.  
N/A
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Johanna Valenzuela, Assistant Attorney General, S.C. Attorney General's Office  
P.O. Box 11549, Columbia, SC 29211-1549  
(803) 734-3733 (o)  
jvalenzuela@scag.gov  
  
Dr. Sondra Vitols, Portfolio Manager, North Carolina Department of the Treasurer  
325 N. Salisbury Street, Raleigh, North Carolina 27603 (office), 8208 Bald Eagle Lane, Wilmington, North Carolina 28411 (home)  
(919) 508-5176 (o), (917) 449-5407 (c)  
vitols@mindspring.com  
  
Joy Mandanas, Associate Counsel, Office of Chief Counsel, US Citizenship and Immigration Services,  
Department of Homeland Security, Washington, D.C.  
600 Forest Glen Road, Silver Spring, Maryland 20901 (home)  
(803) 727-4439 (c)  
joy\_vic@yahoo.com
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Brie C Bramlett on 4/16/14 11: 24 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Christopher, Mark T  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 7:53 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Christopher, Mark T		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 2412 Feather Run Trail, West Columbia, South Carolina 29169		
HOME PHONE: (803) 794-6246	ALTERNATE PHONE: (803) 360-5269	EMAIL ADDRESS: mchristopher1985@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 004962982	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Weekends	
OBJECTIVE:	

## EDUCATION

DATES: From: 8/1978 To: 12/1982	SCHOOL NAME: Clemson University	
LOCATION: (City, State) Clemson, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2010 To: 3/2014	EMPLOYER: LRADAC	POSITION TITLE: Accounting Manager
ADDRESS: (Street, City, State, Zip Code) 2711 Colonial Dr, Columbia, South Carolina 29203		COMPANY URL:
PHONE NUMBER: (803) 726-9346	SUPERVISOR: Wendy Hughes - Vice President of Administration and CFO	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,333.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Prepare and present monthly financial reports to Executive Management and Program Managers. Prepare and present quarterly financial reports to the Finance Committee of the Board of Directors. Supervise grant administration and reporting. Supervise Payroll and Benefits Administration. Backup for Payroll and Benefits Administration. Supervise accounts payable, grants, procurement, and front office staff. Developed cost report for Medicaid reporting. Responsible for year-end audit and preparation of 990. Prepare annual CAFR. Reconcile various accounts. Preparation of special reports for management and the Board of Directors.		
REASON FOR LEAVING: Advancement opportunity and possible cut in salary		
DATES: From: 2/2010 To: 4/2010	EMPLOYER: Roy Sharpe, CPA	POSITION TITLE: Tax Preparer
ADDRESS: (Street, City, State, Zip Code) 1604 Leesburg Rd, Columbia, South Carolina 29290		COMPANY URL:
PHONE NUMBER: (803) 834-3629	SUPERVISOR: Roy Sharpe - Owner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Preparation of individual, corporate, fiduciary and partnership returns. Review of individual, corporate, fiduciary and partnership returns Preparation of financial statements for year-end. Assisted in entry of accounting data into computer system.		
REASON FOR LEAVING: Temporary Part-time during tax season		
DATES: From: 10/2007 To: 11/2008	EMPLOYER: Pee Dee Regional Transportation Authority (PDRTA)	POSITION TITLE: Finance Director
ADDRESS: (Street, City, State, Zip Code) 313 Stadium Road, Florence, South Carolina 29503		COMPANY URL: pdrta.org
PHONE NUMBER: (843) 665-2227	SUPERVISOR: Janice Barody - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Review preparation of monthly financial statements. Present monthly financial statements to Board of Directors. In charge of preparation of CAFR. Prepare audited financial statements for Regional Transportation Authority. Prepare annual budget for company. Responsible for administration and tracking of grants with the Federal Transit Authority and SC Department of Transportation Mass Transit Division. Prepare budgets for Grant requests with FTA and SCDOT. Supervise Accounts Payable; Accounts Receivable, Payroll and Data Entry. Oversee financial software (Sage MAS 90). Prepare various reports for management and the Board of Directors using Crystal Reports, Excel, PowerPoint, etc. Answer questions from Purchasing Manager and Executive Director regarding State Procurement Policies and Procedures. Assess, review, propose and implement new Financial Policies and Procedures. Responsible for administration and tracking of Grants with the Federal Transit Authority and SC Department of Transportation Mass Transit Division. Prepare budgets for Grant requests with FTA and SCDOT. Preparation of annual National Transit Database report.		
REASON FOR LEAVING: Cost of daily commuting from Columbia to Florence and limited advancement opportunities.		
DATES: From: 9/2005 To: 9/2007	EMPLOYER: City of Columbia	POSITION TITLE: Senior Accountant III
ADDRESS: (Street, City, State, Zip Code) 1136 Washington Street, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Robin Hopkins - Accounting Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,333.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Preparation and analysis of monthly financial statements for presentation to City Council. Preparation of special reports such as investments, Divisional Statements, and Fund Balances for City Council. Preparation of City's annual CAFR, including annual GASB 34 conversion. Analysis of various accounts. Set up and assist in monitoring of Governmental Grants. Review, approve, and post various general entries. Wire Bond payments to creditors. Monitor compliance with City Ordinances on Bond issues. Supervision of accountants and accounting clerks.		
REASON FOR LEAVING: CFO installed her personal staff		
DATES: From: 9/1998 To: 2/2005	EMPLOYER: SC Department of Mental Health-Lexington County Community Mental Health Center	POSITION TITLE: Director of Administration
ADDRESS: (Street, City, State, Zip Code) Lexington, South Carolina 29072		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,000.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Developed and monitored Center-wide budget. Responsible for all administrative personnel including accounts receivable, accounts payable, information technology, procurement, front office staff at nine satellite locations, payroll data entry, transportation of clients, vehicle management and maintenance. Designed and generated numerous reports for management staff including reports on productivity, charges, billings, financial statements, rejections, budgets, etc. Certified in Center procurement. Prepared and presented various reports for monthly Board meeting, including monthly financial projections. Advised Executive Director on financial implications of various courses of action. Prepared annual Cost Report for the Medicaid Transportation Contract. Educated Staff on various financial issues. Negotiated and drafted various contracts for the Center. Responsible for the annual Self-Audit of the Center. Approved procurement requests, purchase orders, and vouchers for payments. Assisted the Central Office with the conversion from their old accounting system to the new SAP (now SCEIS). Assisted in working through the situations that arose and help with role (user) attributes.		
REASON FOR LEAVING: Career advancement		

DATES: From: 8/1994 To: 5/1998		EMPLOYER: Hitchcock Rehabilitation Center	POSITION TITLE: Assistant Director of Finance
ADDRESS: (Street, City, State, Zip Code) Aiken, South Carolina		COMPANY URL:	
PHONE NUMBER:	SUPERVISOR: Carrie Morgan - Director of Finance		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,750.00/month		# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for planning, directing, and supervising all activities in Accounting Office, including payroll and purchasing system. Prepared necessary materials for annual audit and tax returns for a non-profit organization. Provided analysis of income, expenditures, and asset values with comparisons to previous periods. Designed various financial reports as necessary to aid management in decision making. Made recommendations concerning methods of reducing operating costs and increasing income. Responsible for preparing annual and quarterly Medicare Cost Report.			
REASON FOR LEAVING: Laid off			
DATES: From: 7/1993 To: 6/1994		EMPLOYER: Concepts Unlimited	POSITION TITLE: Controller
ADDRESS: (Street, City, State, Zip Code) Gaston, South Carolina		COMPANY URL:	
PHONE NUMBER:	SUPERVISOR: Steve Fitts - President		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,167.00/month		# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for the books, records, and cash flow management. Designed various reports for management. Developed and implemented job cost program. Responsible for collections. Researched, recommended, and trained staff on integrated computer and software. Supervised Human Resources. Obtained quotes and bids for group insurance policy. Negotiated contract for yearly business insurance.			
REASON FOR LEAVING: Career advancement(Company is now no longer in business)			
DATES: From: 9/1991 To: 5/1993		EMPLOYER: Palmetto Wholesale Company	POSITION TITLE: Controller
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		COMPANY URL:	
PHONE NUMBER:	SUPERVISOR: Harry Bouknight - President		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,000.00/month		# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for books, records, and cash flow management. Supervised accounts receivable, accounts payable, data processing, and collection department. Prepared various reports for management on the four divisions of the company. Coordinated yearly inventory count. Coordinated yearly audit and tax preparation.			
REASON FOR LEAVING: Company was downsizing and is no longer in business.			

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

##### OFFICE SKILLS:

Typing:

Data Entry:

##### OTHER SKILLS:

SAP/SCEIS - Skilled - 2 years and 0 months

MS Office - Skilled - 18 years and 0 months

Financial Accounting Software - Expert - 29 years and 0 months

##### LANGUAGE(S):

#### ADDITIONAL INFORMATION

##### Professional Memberships

Member of National Government Finance Officers Association and the Government Finance Officers Association of South Carolina

##### Professional Memberships

Treasurer of South Carolina Home Care Association 1994-1997

##### Additional Information

Certified in SCDMH Center procurement

##### Professional Memberships

Treasurer NAMI -Mid-Carolina

##### Professional Memberships

Non-CPA member of AICPA

#### REFERENCES

REFERENCE TYPE: Professional	NAME: Roy Shapre	POSITION: CPA
ADDRESS: (Street, City, State, Zip Code) 1604 Leesburg Rd, P.O. Box 9528, Columbia, South Carolina 29290		
EMAIL ADDRESS: sharpecpa@gmail.com		PHONE NUMBER: (803) 834-3629
REFERENCE TYPE: Professional	NAME: Karen Hursey	POSITION: Partner, CPA
ADDRESS: (Street, City, State, Zip Code) Phillips, Hursey, & Farrell, CPA, 300 W. HomeAve., Hartsville, South Carolina 29550		
EMAIL ADDRESS: karenhursey@bellsouth.net		PHONE NUMBER: (843) 332-3585
REFERENCE TYPE: Professional	NAME: Roy Watford, Jr.	POSITION:
ADDRESS: (Street, City, State, Zip Code) 199 Alta Vista Court, Lexington, South Carolina 29072		
EMAIL ADDRESS: carolinaneon@windstream.com		PHONE NUMBER: (803) 957-3745
REFERENCE TYPE: Professional	NAME: Robin Hopkins	POSITION: My Supervisor at City of Columbia
ADDRESS: (Street, City, State, Zip Code) 4111 MacGregor Drive, Columbia, South Carolina 29206		
EMAIL ADDRESS:		PHONE NUMBER: (803) 467-0977
REFERENCE TYPE: Professional	NAME: Dwayne Eanes	POSITION: Audit Senior
ADDRESS: (Street, City, State, Zip Code) 1441 Main Street, Suite 800, Columbia, South Carolina 29202		
EMAIL ADDRESS: deanes@scottandco.com		PHONE NUMBER: 803-256-6021



Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Roy Watford  
199 Alta Vista Court  
Lexington, SC 29072  
803-957-3745  
  
Dwayne Eanes  
1441 Main Street, Suite 800  
Columbia, SC 29202  
803-256-6021
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Mark T Christopher on 4/15/14 7:53 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

COLLINS, KIMBERLY  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/18/14 10:37 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) COLLINS, KIMBERLY		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) P.O. Box 33, Norris, South Carolina 29667		
HOME PHONE: 864-350-6219	ALTERNATE PHONE:	EMAIL ADDRESS: val199014@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

## EDUCATION

DATES: From: To:	SCHOOL NAME: JEL Institute Life Accident and Health Insurance School	
LOCATION: (City, State) Greer, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Insurance		UNITS COMPLETED:
DATES: From: To:	SCHOOL NAME: FDIC Financial Institution Analysis School	
LOCATION: (City, State) Arlington, Virginia	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Accounting and Banking		UNITS COMPLETED:
DATES: From: 8/1997 To: 5/2000	SCHOOL NAME: Southern Wesleyan University	
LOCATION: (City, State) Central, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting and Business Administration		UNITS COMPLETED:
DATES: From: To:	SCHOOL NAME: Tri-County Technical College	
LOCATION: (City, State) Pendleton, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Computer Technology and Accounting		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 11/2010 To: Present	EMPLOYER: Clemson University	POSITION TITLE: Accountant/Fiscal Analyst I
ADDRESS: (Street, City, State, Zip Code) Clemson, South Carolina 29634		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

**DUTIES:****Duties:**

Monitors budgets for grants and non-grant projects.  
 Process payroll corrections.  
 Troubleshoots budget errors for School of Education transactions.  
 Provides support to School of Education grant post-award accounting.  
 Responsible for approving and auditing payment vouchers for grant and non-grant accounts.  
 Liaison for assigned School of Education Visa cards: Review expenditures for appropriateness, required documentation, and signatures.  
 Contact cardholders and vendors as needed; maintain Visa files.  
 Process payment vouchers; initiate IDOs and journal corrections.  
 Enter and review BuyWays orders/requisitions.  
 Process receipting/invoicing and other financial transaction as directed.  
 Review all accounts for balances prior to initiating payment/order.  
 Maintain files.  
 Responsible for reconciling Revenue account BSRs to provide separation of duties within the business office.  
 Coordinate monthly reconciliation of BSRs for expenditures.  
 Responsible for auditing approved vouchers for policy and procedures accuracy.  
 Coordinates School of Education inventory.  
 Liaison to college business office for capital equipment greater than \$5,000.00  
 Assist department in setting up inventory files for non-capital equipment.  
 Provide administrative support to the School of Education Business Office by: making copies, filing, obtaining signatures, assisting with records management.  
 Backup Business Manager when required.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 7/2007 To: 11/2010	<b>EMPLOYER:</b> Clemson University	<b>POSITION TITLE:</b> Administrative Assistant
<b>ADDRESS:</b> (Street, City, State, Zip Code) Clemson, South Carolina 29634		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 864-859-7755	<b>SUPERVISOR:</b> Dr. Valerie Ramsey - Chief Business Officer	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:****Duties:**

Sorted mail for Edwards Hall, assigned mailboxes to faculty and staff, and distributed mail accordingly. Made routine deliveries on and off campus; greeted visitors, and answered telephones in the Office of the Dean when necessary.  
 Managed grants for HEHD Community Coordinator and provided project budget information regularly.  
 Processed budget amendments, correction journals and IDOs.  
 Updated VISA default report monthly and notify liaisons of outstanding items requiring corrections.  
 Served as Procurement Card Liaison for the HEHD Business Office and the Office of the Dean.  
 Prepared direct purchase order vouchers, purchase requisitions, and other documents for the Office of the Dean, and the HEHD Business Office. Approve vouchers. Placed orders using the BuyWays Systems and procurement card for these offices. Attended CUBS financial trainings to stay abreast of policies, procedures, processes, and systems upgrades.  
 Prepared new and update existing CUF 100 forms and documents. Reviewed project information in PeopleSoft.  
 Managed Edwards Hall key assignments. Maintained a database of all keys and inventories periodically. Updated employee directory boards in Edwards Hall. Assisted the Building Security Coordinator with safety issues.  
 Reconciled Monthly Detailed Budget Status Report; maintained auditable files, reviewed and troubleshooted Daily Budget Check Errors and Voucher Errors.  
 Coordinated inventory for the College of HEHD. Distributed decals for property under \$5,000 to Departments. Served as College coordinator for capital equipment costing greater than \$5,000. Worked closely with the Fixed Assets Manager Office.  
 Assisted Business Office Staff with records management duties for storage, archiving, and/or retrieving files.  
 Performed other related duties as assigned by the Chief Business Officer to keep work flowing.

**REASON FOR LEAVING:**

Transferred to another department.

<b>DATES:</b> From: 2/2004 To: 2/2007	<b>EMPLOYER:</b> Resurgent Capital Services	<b>POSITION TITLE:</b> Operational Specialist/Media Specialist
<b>ADDRESS:</b> (Street, City, State, Zip Code) Greenville, South Carolina 29601		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:****Duties:**

Researched requests from agencies and attorneys for account placement.  
 Performed account movement (one-off request) to place accounts back with an agency or attorney and enter into Access database.  
 Processed account recall files (RCX files) and confirmations, exception reports, settled in full/paid in full reports, placement confirmations and interest file confirmations. Processed media requests from agencies and attorneys by entering media requests into seller specific format and forward to seller for processing. Forwarded media to agencies and attorneys.  
 Researched and confirmed that media on invoice from seller has been received. Processed invoices for payment in a timely and accurate manner.

Reconciled statements. Created and forwarded invoices to sold agencies for media ordered. Answered questions from the sold agency regarding invoice.

Confirmed that media was sent and follow up on outstanding requests.

**REASON FOR LEAVING:**

Out on medical leave.

<b>DATES:</b> From: 5/2003 To: 12/2003	<b>EMPLOYER:</b> RBC Liberty Life Insurance Company	<b>POSITION TITLE:</b> Insurance Agent
<b>ADDRESS: (Street, City, State, Zip Code)</b> Greenville, South Carolina 20607		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

**Duties:**  
Represented insurance firm and sold insurance to clients, including individuals and organizations. Drew up lists of clients from a variety of sources and contacted them by telephone to arrange interviews. Interviewed clients to identify their insurance needs and how insurance policies might meet those needs. Wrote an insurance recommendation list or plan to assist the client to make an informed decision. Explained to clients the details of insurance policies including the risks for which they are covered, the rates and benefits. Recommended an appropriate amount and type of coverage to individual clients. Completed insurance application and collected initial premiums. Regularly reviewed clients' circumstances to make sure that the level of insurance is appropriate.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 7/2000 To: 2/2003	<b>EMPLOYER:</b> Georgia Department of Banking and Finance	<b>POSITION TITLE:</b> Bank Examiner/Bank Auditor
<b>ADDRESS: (Street, City, State, Zip Code)</b> Atlanta, Georgia 30341		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> David Hancock	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

**Duties:**  
Performed reviews of bank activities to ensure compliance with laws and regulations; evaluated internal and external audit procedures to ensure that adequate accounting controls were evident; prepared financial schedules and conducted analyses of the financial and operating condition of financial institutions to assist in the determination of an institution's safe and sound operation and overall condition. Verified proper balancing of general ledger accounts (such as loans, securities, deposits, and fixed assets). Reviewed bank's board minutes for board member attendance and to check to see if various areas of the bank were being reviewed. Verified bank's Call Report (statement of condition that shows the bank's balance sheet, income statement, and quarterly averages) to see if numbers being reported were accurate. Read Georgia's state laws and policies to make sure bank was not in violation of anything. Reviewed bank's policies to see if they were following and staying within their policy guidelines. Analyzed bank's CAMELS (capital adequacy, asset quality, management performance, earnings performance, liquidity adequacy, and sensitivity to market risk) components and then rated each one of the components on a scale from one to five with one being strong; two being satisfactory; three needing improvement; four being deficient; and five being critically deficient. At completion of analysis, typed comments into a software package known as Genesys 3.0.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 6/2000 To: 7/2000	<b>EMPLOYER:</b> Gerber Corporation	<b>POSITION TITLE:</b> Accounts Payable Clerk
<b>ADDRESS: (Street, City, State, Zip Code)</b> Greenville, South Carolina 29615		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

**Duties:**  
Researched invoices and notified vendors of when to expect payment. Reviewed expense reports of employees.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 11/1999 To: 6/2000	<b>EMPLOYER:</b> James F. Martin Inn	<b>POSITION TITLE:</b> Night Auditor/Guest Services Representative
<b>ADDRESS: (Street, City, State, Zip Code)</b> Clemson, South Carolina 29634		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:****Duties:**

Ran and processed audit reports at the end of the business day.

Took reservations via phone and walk-ins from Clemson University faculty and staff as well as external customers. Checked guests in and out. Handled guests concerns and complaints and worked to resolve them.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 2/1998 To: 11/1999	<b>EMPLOYER:</b> Clemson Sleep Inn	<b>POSITION TITLE:</b> Night Auditor
<b>ADDRESS:</b> (Street, City, State, Zip Code) Clemson, South Carolina 29631		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:****Duties:**

Ran and processed audit reports at the end of the business day. Filled out Daily Revenue Report (DRR) and Market Mix Analysis.

**REASON FOR LEAVING:****CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing: 55

Data Entry: 0

**OTHER SKILLS:****LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Valerie Ramsey	<b>POSITION:</b> Chief Business Officer
<b>ADDRESS:</b> (Street, City, State, Zip Code) HEHD Business Office, Clemson, South Carolina 29634		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-859-7755
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Zelda Kleister	<b>POSITION:</b> Administrative Coordinator
<b>ADDRESS:</b> (Street, City, State, Zip Code) Clemson, South Carolina 29634		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-656-8105
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Tonya McManus	<b>POSITION:</b> Administrative Coordinator
<b>ADDRESS:</b> (Street, City, State, Zip Code) Research Services, Clemson, South Carolina 29634		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-656-1849
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Shanika Holland	<b>POSITION:</b> Auditor
<b>ADDRESS:</b> (Street, City, State, Zip Code) Office of Internal Audit, Clemson, South Carolina 29634		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-656-4900
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Eugenia Burriss	<b>POSITION:</b> Accountant/Fiscal Analyst
<b>ADDRESS:</b> (Street, City, State, Zip Code) Clemson, South Carolina 29634		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-656-1216
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> James Mahony	<b>POSITION:</b> Retired Professor
<b>ADDRESS:</b> (Street, City, State, Zip Code) Southern Wesleyan University,		

EMAIL ADDRESS:		PHONE NUMBER: 864-882-3810
REFERENCE TYPE: Professional	NAME: Altheia Richardson	POSITION: Assistant Academic Program Director
ADDRESS: (Street, City, State, Zip Code) Clemson, South Carolina 29634		
EMAIL ADDRESS:		PHONE NUMBER: 864-656-7625
REFERENCE TYPE: Professional	NAME: Starlett Craig	POSITION: Academic Program Director
ADDRESS: (Street, City, State, Zip Code) Office of Academic Excellence, Clemson, South Carolina 29634		
EMAIL ADDRESS:		PHONE NUMBER: 864-656-0676
REFERENCE TYPE: Professional	NAME: Barbara Kennedy-Dixon	POSITION: Athletics Coach
ADDRESS: (Street, City, State, Zip Code) Clemson, South Carolina 29634		
EMAIL ADDRESS:		PHONE NUMBER: 864-656-1330
REFERENCE TYPE: Professional	NAME: James Cheeks	POSITION: Investigator
ADDRESS: (Street, City, State, Zip Code) Clemson, South Carolina 29634		
EMAIL ADDRESS:		PHONE NUMBER: 864-656-5261

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Clemson University
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
Yes
8. If yes, please explain.  
In September 2006, I was injured in a car accident and had to be out of work under doctor's care on medical leave. Because I was out for so long, my FMLA was exhausted and my job was terminated.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Dr. Valerie Ramsey  
Chief Business Officer  
HEHD Business Office  
Clemson University  
Clemson, SC 29634  
Phone: 864-859-7755  
  
Tonya McManus  
Administrative Coordinator  
Research Services  
Godley-Snell Research Center  
Clemson, SC 29634  
Phone: 864-656-1849
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by KIMBERLY COLLINS on 4/18/14 10:37 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Copeland, Sherry L  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 2:45 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Copeland, Sherry L		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 260 Boy Scout Road, Gaston, South Carolina 29053		
HOME PHONE: (803) 734-0660	ALTERNATE PHONE:	EMAIL ADDRESS: Sherry.copeland@prp.sc.gov
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 8472397	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$62,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To find a position that will help me grow in my professional career.	

## EDUCATION

DATES: From: 5/2003 To: 7/2006	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration/Finance		UNITS COMPLETED:
DATES: From: 5/1986 To: 6/1988	SCHOOL NAME: Midlands Technical College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Banking and Finance		UNITS COMPLETED: 8 - Quarter

## WORK EXPERIENCE

DATES: From: 1/1993 To: Present	EMPLOYER: Procurement Review Panel	POSITION TITLE: Administrative Coordinator I
ADDRESS: (Street, City, State, Zip Code) 1105 Pendleton Street, Suite 202, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 734-0660	SUPERVISOR: C. Brian McLane, Sr. - Chairman	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$4,220.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Manages accounting, budgeting, purchasing, payroll and personnel functions for the Panel. Prepares financial records, reconciles accounts with the Comptroller General's Office, prepares and maintains the budget, makes payroll changes, coordinates procurement of goods and services and maintain personnel records. Manages all business functions associated with the activities of the Procurement Review panel.		
REASON FOR LEAVING: To pursue better job opportunities and experience.		
DATES: From: 1/1989 To: 1/1993	EMPLOYER: South Carolina Parks, Recreation & Tourism	POSITION TITLE: Accounting Tech II
ADDRESS: (Street, City, State, Zip Code) 1205 Pendleton, Suite 102, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 734-0113	SUPERVISOR: Bob Cooper	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$1,456.00/month	# OF EMPLOYEES SUPERVISED:



**DUTIES:**

Oversee all aspects of personnel administration for fifty-three state parks, which includes; budgeting, posting, and balancing bi-monthly payroll schedule, salary revisions, employee leave status and various administrative duties; maintain and administer payroll budget for the Human Resource Division.

**REASON FOR LEAVING:**

To pursue better job opportunity

<b>DATES:</b> From: 8/1987 To: 1/1989	<b>EMPLOYER:</b> First Citizens Bank	<b>POSITION TITLE:</b> Assistant Supervisor
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1230 Main Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 733-2655	<b>SUPERVISOR:</b> Shirley Reynolds - Vice President	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,120.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 23

**DUTIES:**

Supervised operators in making corrections on transactions and training new employees in work and machine operations. Improve and implement work system from other cities. Responsible for daily closing procedures, compiling batches for data entry, and maintaining/stocking office supplies. Accurately used a 10 key adding machine. Present new ideas that are a benefit to the department as a whole.

**REASON FOR LEAVING:**

To find better hours

<b>DATES:</b> From: 4/1987 To: 8/1987	<b>EMPLOYER:</b> First Citizens Bank	<b>POSITION TITLE:</b> Senior Proof Operator
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1230 Main Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 733-2655	<b>SUPERVISOR:</b> Shirley Reynolds - Vice President	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 35	<b>SALARY:</b> \$735.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**

Assisted supervisors with daily routines such as checking work in from cities and whenever they needed any other help. Quickly and accurately used a 10 key adding machine and NCR 7760 check encoder

**REASON FOR LEAVING:**

Promoted

<b>DATES:</b> From: 10/1986 To: 4/1987	<b>EMPLOYER:</b> Standard Federal Bank	<b>POSITION TITLE:</b> Teller
<b>ADDRESS:</b> (Street, City, State, Zip Code) Dutch Square Branch, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 765-4540	<b>SUPERVISOR:</b> Mary Plexico - Branch Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$960.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**

Controlled and balanced cash drawer. handled customer transactions. Provided account information and explained available checking services. Prepared money orders

**REASON FOR LEAVING:**

Better Job Opportunity

**CERTIFICATES AND LICENSES****TYPE:**

South Carolina IT Procurement & Certification Program

**LICENSE NUMBER:****ISSUING AGENCY:**

Materials Management Office

**TYPE:**

Certificate of Completion- MMO Business Practices

**LICENSE NUMBER:****ISSUING AGENCY:**

Materials Management Office

**TYPE:**

Certificate of Training-General Public Purchasing Seminar

**LICENSE NUMBER:****ISSUING AGENCY:**

NIGP

**TYPE:**

Certificate of Training-Public Purchasing and Materials Management Seminar

**LICENSE NUMBER:****ISSUING AGENCY:**

NIGP

**TYPE:**

Mediation Training

**LICENSE NUMBER:****ISSUING AGENCY:**

Academy of Dispute Resolution

**Skills**

**OFFICE SKILLS:**

Typing: 48

Data Entry: 7971

**OTHER SKILLS:**

Excel and Word - Skilled - 20 years and 0 months

SCEIS Training - Skilled - 5 years and 6 months

**LANGUAGE(S):****ADDITIONAL INFORMATION****Honors & Awards**

Member of the National Society of Collegiate Scholars

**Professional Memberships**

SC Chapter of IPMA-HR

**Professional Memberships**

National IPMA-HR Association

**Professional Memberships**

SC State Government Improvement Network

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

Elizabeth Ellison

**POSITION:**

Project Manager, SCEIS Project, State of SC

**ADDRESS: (Street, City, State, Zip Code)**

617 Trader Mill Road, Columbia, South Carolina 29223

**EMAIL ADDRESS:**

eje@sc.rr.com

**PHONE NUMBER:**

(803) 737-0965

**REFERENCE TYPE:**

Professional

**NAME:**

Phillip (Phil) Hodges, Jr.

**POSITION:**

Retired Chairman of the Panel

**ADDRESS: (Street, City, State, Zip Code)**

102 S. Hermitage Road, Beaufort, South Carolina 29902

**EMAIL ADDRESS:****PHONE NUMBER:**

(843) 524-8880

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Procurement Review Panel
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Elizabeth Ellison  
Project Manager, SCEIS, State of SC  
617 Trader Mill Road  
Columbia, SC 29223  
(803)737-0965  
  
Mike Spicer  
Chief Procurement Officer  
Procurement Services  
1201 Main Street, Suite 600  
Columbia, SC 29201  
(803) 896-5225
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Sherry L Copeland on 4/17/14 2: 45 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Cotter, Steven D  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 10:45 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID # : 38705
NAME: (Last, First, Middle) Cotter, Steven D		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 110 Harvest Hill Trail , Lexington , South Carolina 29072		
HOME PHONE: (864) 449-0423	ALTERNATE PHONE:	EMAIL ADDRESS: sdcotter@sc.rr.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 3625350	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Weekends, On Call (as needed)	
OBJECTIVE:	

## EDUCATION

DATES: From: 8/2004 To: 12/2006	SCHOOL NAME: Clemson University	
LOCATION: (City, State) Clemson, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: MBA-Business Administration		UNITS COMPLETED: 44 - Semester
DATES: From: 1/1997 To: 12/2000	SCHOOL NAME: Clemson University	
LOCATION: (City, State) Clemson, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Financial Management/Accounting		UNITS COMPLETED: 128 - Semester
DATES: From: 8/1992 To: 5/1994	SCHOOL NAME: Greenville Technical College	
LOCATION: (City, State) Greenville, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Health Science-EMS		UNITS COMPLETED: 70 - Semester

## WORK EXPERIENCE

DATES: From: 6/2010 To: 1/2014	EMPLOYER: Piedmont Medical Center	POSITION TITLE: Director of EMS
ADDRESS: (Street, City, State, Zip Code) 222 S Herlong Ave, Rock Hill , South Carolina 29732		COMPANY URL:
PHONE NUMBER: 803-329-1234	SUPERVISOR: David Clay - Chief Operating Officer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 170
DUTIES: Administered all aspects of the operations and strategic focus for a hospital based ambulance service program consisting of 170 full and part-time personnel operating a fleet of 20 ALS ambulances responding to approximately 25,000 emergency calls per year as the contracted EMS provider for York County. The department serves a resident population of 250,000 people. Oversaw an annual operating budget of \$9 million dollars.		
REASON FOR LEAVING: Moved to Columbia area due to spouses job change.		
DATES: From: 12/2007 To: 6/2010	EMPLOYER: Sedgwick County EMS	POSITION TITLE: Director of EMS

ADDRESS: (Street, City, State, Zip Code) 525 N Main St, Wichita , Kansas 67203		COMPANY URL: www.sedgwickcounty.org
PHONE NUMBER: 316-660-9393	SUPERVISOR: Bill Buchanan - County Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 250
DUTIES: Administered all aspects of the operations and strategic focus of a county-wide exclusive ambulance service program consisting of 250 full-time, part-time, and volunteer personnel operating a fleet of 26 ALS ambulances responding to approximately 55,000 emergency and non-emergency calls per year. The department serves a resident population of 550,000. Oversaw an annual operating budget of \$15.7 million dollars.		
REASON FOR LEAVING: Returned to South Carolina for family considerations		
DATES: From: 9/2005 To: 12/2007	EMPLOYER: Laurens County EMS	POSITION TITLE: Director of EMS
ADDRESS: (Street, City, State, Zip Code) PO Box 391, Laurens, South Carolina 29360		COMPANY URL: www.lcems.net
PHONE NUMBER: (864) 984-5484	SUPERVISOR: Ernest Segars - County Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 65
DUTIES: Oversaw and administered all aspects of the operations of the countywide ambulance service program consisting of 65 personnel operating 4 ALS ambulances and 4 paramedic quick response vehicles responding to 11,000 calls per year. Oversees a budget of \$2.5 million annually.		
REASON FOR LEAVING: Position with Sedgwick County, Kansas		
DATES: From: 7/2000 To: 9/2005	EMPLOYER: Greenville County EMS	POSITION TITLE: Shift Commander
ADDRESS: (Street, City, State, Zip Code) 301 University Ridge, Suite 1100, Greenville, South Carolina 29601		COMPANY URL: www.greenvillecounty.org
PHONE NUMBER: (864) 467-7005	SUPERVISOR: John Zaragoza - Director of EMS	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 42	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 44
DUTIES: Coordinated and directed the daily activities of 3 field supervisors, 14 ALS ambulances, 3 rescue trucks, 5 quick response vehicles, and a communications center dispatching for the EMS department, a medical helicopter, and 14 fire departments. The department has 250 employees, a \$14 million annual operating budget, and responds to 60,000 calls per year		
REASON FOR LEAVING: Opportunity for Director of EMS position		
DATES: From: 8/1994 To: 7/2000	EMPLOYER: Greenville County EMS	POSITION TITLE: Paramedic/Rescue Specialist
ADDRESS: (Street, City, State, Zip Code) 301 University Ridge, Suite 1100, Greenville, South Carolina 29601		COMPANY URL: www.greenvillecounty.org
PHONE NUMBER: (864) 467-7006	SUPERVISOR: John Zaragoza - EMS Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 42	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>Performed all patient care and customer service duties required for field paramedics, specialized rescue services, field training officer for new employees, and worked as a preceptor for paramedic students</li> <li>Implemented a Medical Peer Review Committee</li> </ul>		
REASON FOR LEAVING: Promotion to Shift Commander		

#### CERTIFICATES AND LICENSES

TYPE: Nationally Registered Paramedic	
LICENSE NUMBER: P0970248	ISSUING AGENCY: National Registry of EMTs
TYPE: South Carolina Paramedic	
LICENSE NUMBER: SC013869	ISSUING AGENCY: SC DHEC

#### Skills

OFFICE SKILLS: Typing: Data Entry:
--

**OTHER SKILLS:**

Microsoft Office Suite - Expert - 13 years and 0 months  
 Quality Management Techniques to include Six Sigma - Skilled - 7 years and 0 months  
 Statistical Analysis - Skilled - 7 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION****Clinical Experience**

My clinical experience includes 20 years as a paramedic in both ground and air transport services, and nearly 14 years of supervisory experience with 4 years of experience as a manager within a hospital system.

**Honors & Awards**

Clemson University

Magna cum Laude, Golden Key National Honor Society, Beta Gamma Sigma National Honor Society

**Professional Memberships**

NAEMT, National EMS Management Association, South Carolina EMS Association

**Publications**

Numerous professional publications and healthcare related lecturing experience. See resume.

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Matthew Streger	<b>POSITION:</b> Director of EMS
<b>ADDRESS: (Street, City, State, Zip Code)</b>		
<b>EMAIL ADDRESS:</b> streger@gmail.com		<b>PHONE NUMBER:</b> 908-947-8662
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Todd Stout	<b>POSITION:</b> President/CEO
<b>ADDRESS: (Street, City, State, Zip Code)</b>		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 858-395-1728
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Larry Hill	<b>POSITION:</b> Shift Supervisor
<b>ADDRESS: (Street, City, State, Zip Code)</b>		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 864-640-9485

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Todd Stout  
President  
FirstWatch  
322 Encinitas Blvd, Suite 100  
Encinitas, CA 92024  
Phone: 858-395-1728  
tstout@firstwatch.net  
  
Matthew Streger  
Executive Director of EMS  
Robert Wood Johnson Hospital System  
New Brunswick, NJ  
Phone: 908-947-8662  
Streger@gmail.com
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Steven D Cotter on 4/16/14 10:45 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Deshpande, Abhijit  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 11:55 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Deshpande, Abhijit		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1742 Sam Rittenberg Blvd. # 14F, Charleston, South Carolina 29407		
HOME PHONE: 617-959-7760	ALTERNATE PHONE:	EMAIL ADDRESS: abhipdesh@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: MA Number: S85678036	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

## EDUCATION

DATES: From: 8/2010 To: 5/2013	SCHOOL NAME: Babson College	
LOCATION: (City, State) Wellesley, Massachusetts	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: M.B.A (Finance)		UNITS COMPLETED: 60 - Semester
DATES: From: 7/2004 To: 5/2005	SCHOOL NAME: Brandeis University	
LOCATION: (City, State) Waltham, Massachusetts	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Health Policy and Management		UNITS COMPLETED: 40 - Semester
DATES: From: 6/2002 To: 5/2004	SCHOOL NAME: University of Pune	
LOCATION: (City, State) Pune, International	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Social Policy		UNITS COMPLETED:
DATES: From: 6/1997 To: 5/2001	SCHOOL NAME: University of Pune	
LOCATION: (City, State) Pune, International	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 1/2014 To: Present	EMPLOYER: MEDICAL UNIVERSITY OF SOUTH CAROLINA	POSITION TITLE: Analytics Manager
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: John Long - Chief Analytics Officer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:



**DUTIES:**

- Crafts and manages the analytics strategy to analyze enterprise-wide scorecards to enhance patient access to the healthcare, increase patient growth and satisfaction, and cultivate revenue.
- Directs the BI project assessment process working collaboratively with key business and consulting partners to create accurate and professional project proposals.
- Collaborates with the Decisions Support and IT teams to ensure successful delivery of BI projects to meet established schedule and quality expectations with key business stakeholders.
- Monitors new and emerging BI related technologies, trends, best practices, and solutions.
- Effectively represents the Enterprise Business Intelligence organization before IT and business executive leadership.

**REASON FOR LEAVING:**

<b>DATES:</b> From: 9/2012 To: 1/2014	<b>EMPLOYER:</b> UMASS MEMORIAL HEALTHCARE INC	<b>POSITION TITLE:</b> Business Analyst
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Michele Sweeney - Sr. Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- Spearheads the revenue cycle management team to improve key revenue indicators to a record breaking \$23M (60% ) recovery of outstanding patients account receivables in six months.
- Delivers ongoing business intelligence and analytics to the patient access and financial services leadership and the controller by monitoring reimbursement patterns and investigates root causes of any cash flow issues that need corrective actions to ensure timely collection of accounts and achievement of established key performance indicators (KPIs).
- Develops and streamlines business intelligence gathering, monitoring, and analytics strategy, system and suites by building several databases in Microsoft Access, and creating complex revenue models, daily/weekly statistical reports, VBA macros and dashboards in Microsoft Excel.
- Documents business case analysis and translates business requirements into processes/functional designs/system solutions to generate strategic opportunities to improve performance of revenue cycle and enhance quality and productivity of the patient access services area.
- Coordinates work for the staff and takes the role of the "gate keeper" when assigned on projects within the patient access services area.

**REASON FOR LEAVING:**

Career Advancement

<b>DATES:</b> From: 12/2009 To: 8/2012	<b>EMPLOYER:</b> BOSTON PUBLIC HEALTH COMMISSION	<b>POSITION TITLE:</b> Research Associate I
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Denise Dodds - Sr. Evaluation Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 35	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- Examined national, state, and local public health data that focused on understanding determinants of health by employing sophisticated and robust quantitative analyses (i.e., time series, sensitivity, multiple logistic regression, correlation, and epidemiological analyses) and produced several scholarly research and evaluation reports and briefs.
- Led a team of analysts for three years which consistently beat the deadline to produce the Health of Boston report submitted to the mayor's office.
- Secured continuous funding and identified new business opportunities while evaluating performances of multiple, complex, city-wide healthcare projects with federal, state, or local partners. Provided thought leadership and capacity building technical assistance to cross-functional teams.
- Designed, implemented, and evaluated major impact city-wide public health surveillance system, which is the systematic collection, analysis, and interpretation of health data across the city.

**REASON FOR LEAVING:**

Career Advancement

<b>DATES:</b> From: 5/2011 To: 5/2012	<b>EMPLOYER:</b> BABSON COLLEGE ENDOWMENT FUND	<b>POSITION TITLE:</b> Portfolio Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Rick Spillane - Executive Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 20	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- Selected by Babson faculty and trustees to help manage over \$1.25M of Babson College's Endowment.
- Delivered intensive fundamental analysis and financial forecasting to facilitate investment decisions for the healthcare sector portfolio. The portfolio had consistently outperformed the industry benchmark since its inception.
- Facilitated timely portfolio management through periodic monitoring of the market, performing risk, style, and attribution analysis of the current investment holdings.
- Ensured that current macro and capital market events are being accounted for in the investment thesis by preparing and presenting original research to peers, faculty advisors, and investment professionals.

**REASON FOR LEAVING:**

Internship

<b>DATES:</b> From: 2/2008 To: 10/2009	<b>EMPLOYER:</b> BRANDEIS UNIVERSITY	<b>POSITION TITLE:</b> Research Associate
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Alan Melchior - Deputy Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>• Conceptualized research, analysis and budget plans for several successful proposals which generated of over \$1M in grants, and examined longitudinal research data and designed multivariate econometric models to predict student achievement in higher education.</li> <li>• Built and managed long-term collaborative relationships with high-level academic leaders from eight national colleges and universities which influenced successful implementation of multi-year projects and met aggressive deadlines and client expectations.</li> </ul>		
<b>REASON FOR LEAVING:</b> Career Advancement		
<b>DATES:</b> From: 7/2005 To: 12/2007	<b>EMPLOYER:</b> CENTER FOR ADDICTIONS RESEARCH AND SERVICES, BOSTON UNIVERSITY	<b>POSITION TITLE:</b> Research Assistance
<b>ADDRESS: (Street, City, State, Zip Code)</b>		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Joya Lonsdale - Research Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>• Co-authored over six peer-reviewed journal articles and juried papers by exploring state level healthcare outcome data while performing robust multivariate statistical/ econometric modeling.</li> <li>• Created a SPSS database of over 300,000 client records by organizing multi-site team based data-management projects.</li> </ul>		
<b>REASON FOR LEAVING:</b> End of work authorization		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

**OFFICE SKILLS:**

Typing: 40

Data Entry: 0

**OTHER SKILLS:**

SAS, SPSS, GIS, Excel, Access, SQL, VBA - Skilled - 5 years and 0 months

**LANGUAGE(S):**

 Hindi - ☒ Speak ☒ Read ☒ Write

 English - ☒ Speak ☒ Read ☒ Write

#### ADDITIONAL INFORMATION

Nothing Entered For This Section

#### REFERENCES

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Tracy Cutter	<b>POSITION:</b>
<b>ADDRESS: (Street, City, State, Zip Code)</b>		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> (978) 376-9806

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?  
Medical University of South Carolina
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Tracy Cutter, MA--978-486-4676  
Adam Hamilton, SC--843-609-6947
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Abhijit Deshpande on 4/17/14 11:55 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Douglas, Susanne V  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/18/14 10:24 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Douglas, Susanne V		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 31 Shadow Moss Drive, Beaufort, South Carolina 29906		
HOME PHONE: (843) 270-2970	ALTERNATE PHONE:	EMAIL ADDRESS: susanne_place@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007334136	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$75,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
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

DATES: From: 3/2002 To: 5/2004	SCHOOL NAME: Webster University	
LOCATION: (City, State) Charleston, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Masters of Business Administration		UNITS COMPLETED: 96 - Quarter
DATES: From: 8/1992 To: 12/1996	SCHOOL NAME: Columbia College of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Entrepreneurship		UNITS COMPLETED: 140 - Semester

## WORK EXPERIENCE

DATES: From: 1/2007 To: Present	EMPLOYER: South Carolina Department of Mental Health	POSITION TITLE: Director of Finance and Administration
ADDRESS: (Street, City, State, Zip Code) 1050 Ribaut Road, Beaufort, South Carolina 29902		COMPANY URL: www.scdmh.org
PHONE NUMBER: (843) 524-8611	SUPERVISOR: Ray Norris - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$5,166.00/month	# OF EMPLOYEES SUPERVISED: 10
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		
DATES: From: 7/2001 To: 1/2007	EMPLOYER: Advanced Technology Institute	POSITION TITLE: Program Administrator

ADDRESS: (Street, City, State, Zip Code) 5300 International Blvd, N. Charleston, South Carolina 29418		COMPANY URL: <a href="http://aticorp.org/">http://aticorp.org/</a>
PHONE NUMBER: (843) 760-3537	SUPERVISOR: Mike Gwyn - Vice President of Metals Technology	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,583.00/month	# OF EMPLOYEES SUPERVISED: 2
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.		
DATES: From: 1/1999 To: 7/2001	EMPLOYER: PricewaterhouseCoopers	POSITION TITLE: Financial Management Consultant
ADDRESS: (Street, City, State, Zip Code) PwC Charleston merged with IBM Consultants (address & phone unknown), Charleston, South Carolina 29412		COMPANY URL: <a href="http://www.pwc.com/">http://www.pwc.com/</a>
PHONE NUMBER: (000) 000-0000	SUPERVISOR: Robert Luby (Retired) - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 70	SALARY: \$3,500.00/month	# OF EMPLOYEES SUPERVISED:
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>

LICENSE NUMBER:

ISSUING AGENCY:  
State of South Carolina

## 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

LANGUAGE(S):

## ADDITIONAL INFORMATION

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

## REFERENCES

REFERENCE TYPE: Professional	NAME: Ray Norris	POSITION: Current Supervisor - Executive Director
ADDRESS: (Street, City, State, Zip Code) 1050 Ribaut Road, Beaufort, South Carolina 29902		
EMAIL ADDRESS: RDN80@SCDMH.ORG		PHONE NUMBER: (843) 524-8899
REFERENCE TYPE: Professional	NAME: Eileen Newton	POSITION: Human Resource Director
ADDRESS: (Street, City, State, Zip Code) 1050 Ribaut Road, Beaufort, South Carolina 29902		
EMAIL ADDRESS:		PHONE NUMBER: (843) 524-8899

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SCDMH
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Judge Brian Gibbons, Circuit Court
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
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. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Susanne V Douglas on 4/18/14 10:24 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Dozier, Natasha R  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 11:30 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Dozier, Natasha R		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 8032 Julia Lee Court, Apt 302, Charlotte, North Carolina 28216		
HOME PHONE: (843) 543-3919	ALTERNATE PHONE:	EMAIL ADDRESS: NAT12ren@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007422094	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$52,530.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: I am seeking an inspiring career opportunity where I will be able to utilize my strong communication skills, educational background and ability to work well with people.	

## EDUCATION

DATES: From: 8/2005 To: 8/2007	SCHOOL NAME: Webster University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master of Arts Degree - Human Resources Management		UNITS COMPLETED:
DATES: From: 1/2004 To: 5/2005	SCHOOL NAME: Limestone College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration		UNITS COMPLETED:
DATES: From: 8/1997 To: 5/2002	SCHOOL NAME: Horry-Georgetown Technical College	
LOCATION: (City, State) Georgetown, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Business		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 1/2011 To: Present	EMPLOYER: Charlotte-Mecklenburg Police Department	POSITION TITLE: Grants Fiscal Coordinator II
ADDRESS: (Street, City, State, Zip Code) 601 East Trade Street, Charlotte, North Carolina 28202		COMPANY URL: charmeck.org/city/charlotte/cmpd
PHONE NUMBER: (704) 432-5559	SUPERVISOR: Kenni Brooks - Grants Fiscal Coordinator III	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,378.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Monitoring, coordinating and reporting the fiscal status of Federal and State Grants, preparing financial reports, grant reimbursement requests and budget adjustments, interaction with Federal and State grant monitors to ensure compliance with grant regulations, reviewing and approving invoices and contract payments, entering and projecting financial data, analyze grant budgets to follow the proper procurement and reporting requirements, maintaining files and records for audit trails.		
REASON FOR LEAVING: Relocating back to Columbia, South Carolina for family reasons.		

DATES: From: 10/2008 To: 1/2011		EMPLOYER: South Carolina Department of Corrections	POSITION TITLE: Grants Administrator I
ADDRESS: (Street, City, State, Zip Code) 4444 Broad River Road, Columbia, South Carolina 29210		COMPANY URL: www.doc.sc.gov	
PHONE NUMBER: (803) 424-8982	SUPERVISOR: Weyland Burns - Vocational Director		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$4,166.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Monitoring, coordinating and reporting the fiscal and progress status of Federal and State Grants, preparing financial reports, progress reports and budget adjustments, interaction with Federal and State grant monitors to ensure compliance with grant regulations, reviewing and approving invoices and contract payments, entering and projecting financial data, analyze grant budgets to follow the proper procurement and reporting requirements, apply for and write other grants for the department and maintaining files and records for audit trails.			
REASON FOR LEAVING: Relocation to Charlotte, North Carolina for an employment opportunity with the Charlotte-Mecklenburg Police Department.			
DATES: From: 5/2008 To: 10/2008		EMPLOYER: South Carolina Department of Corrections	POSITION TITLE: Internal Auditor II
ADDRESS: (Street, City, State, Zip Code) 4444 Broad River Road, Columbia, South Carolina 29210		COMPANY URL: www.doc.sc.gov	
PHONE NUMBER: (803) 896-2803	SUPERVISOR: Iris Eigner - Internal Auditor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$2,530.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Auditing and evaluating the adequacy and effectiveness of internal administrative and accounting controls, auditing internal Business Departments for compliance with the agency's policies and procedures, auditing is accomplished through observation, inquiry and examination of institution financial records, preparing audit findings work papers for review and discuss with the Warden.			
REASON FOR LEAVING: A promotion opportunity as a Grants Administrator I with the agency.			
DATES: From: 1/2007 To: 5/2008		EMPLOYER: South Carolina Department of Revenue	POSITION TITLE: Revenue Officer
ADDRESS: (Street, City, State, Zip Code) 300 A Outlet Pointe Boulevard, Columbia, South Carolina 29210		COMPANY URL: www.sctax.org	
PHONE NUMBER: (803) 898-5645	SUPERVISOR: Tony McElveen - Collections Supervisor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$2,349.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Collecting tax debts due to the State and enforcing tax laws, issuing wage garnishments and bank levies, processing payment plans, assisting taxpayers with tax information by telephone, correspondence, in person or by electronic means, research tax accounts and analyze status of assigned cases using the appropriate computer system for resolution and case management, locate taxpayers and initiate contact and collection effort by utilizing professional techniques for the purpose of debt collection, educate taxpayers to ensure compliance with State tax laws and regulations.			
REASON FOR LEAVING: To gain more knowledge and experience in Auditing.			
DATES: From: 6/2004 To: 1/2007		EMPLOYER: South Carolina Department of Revenue	POSITION TITLE: Sales Tax Auditor
ADDRESS: (Street, City, State, Zip Code) 300 A Outlet Pointe Boulevard, Columbia, South Carolina 29210		COMPANY URL: www.sctax.org	
PHONE NUMBER: (803) 898-5645	SUPERVISOR: Karen Hildabrand - Sales Tax Supervisor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$2,128.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Auditing Sales Tax Returns filed for accuracy and to ensure compliance with State Tax Laws, determining the appropriate actions for outstanding assessments or tax debts, interact with taxpayers, their representatives, and internal customers, effectively research and communicate information regarding interpretation and application of various tax laws, process refunds, penalty waivers, and other correspondence.			
REASON FOR LEAVING: A promotion opportunity as a Revenue Officer with the agency.			
DATES: From: 6/2003 To: 6/2004		EMPLOYER: South Carolina Bank and Trust	POSITION TITLE: Vault Teller
ADDRESS: (Street, City, State, Zip Code) 340 Gervais Street, Columbia, South Carolina		COMPANY URL: www.SCBandT.com	
PHONE NUMBER: (803) 771-2265	SUPERVISOR: Cora Nulton - Teller Supervisor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,680.00/month		# OF EMPLOYEES SUPERVISED: 0
DUTIES: Ordering the cash supply for the remote bank, distributing cash order to tellers, assisting customers with financial transactions, providing excellent customer service regarding account information, assisting other tellers with balancing, debit and credit general ledger accounts, processing various reports and balancing the cash drawer and vault daily.			



<b>REASON FOR LEAVING:</b> Employment opportunity with the South Carolina Department of Revenue.		
<b>DATES:</b> From: 10/2002 To: 5/2003	<b>EMPLOYER:</b> Greenville Heritage Federal Credit Union	<b>POSITION TITLE:</b> Accounting Assistant
<b>ADDRESS: (Street, City, State, Zip Code)</b> 75 Reedy View Drive, Greenville, South Carolina 29602		<b>COMPANY URL:</b> GreenvilleheritageFCU.com
<b>PHONE NUMBER:</b> (864) 467-4171	<b>SUPERVISOR:</b> Janice Bishop - Senior Accountant	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,779.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Assisting the accountants with accounting functions necessary for credit union operations, provide excellent customer service, debit and credit general ledger accounts, process share draft and ACH reports, process accounts receivables and accounts payables, process payroll and payroll deduction for credit union employees and other member groups.		
<b>REASON FOR LEAVING:</b> Relocation to Columbia, South Carolina to continue college education.		
<b>DATES:</b> From: 8/1999 To: 8/2002	<b>EMPLOYER:</b> Georgetown Kraft Credit Union	<b>POSITION TITLE:</b> Credit Union Teller
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1530 Bourne Street, Georgetown, South Carolina 29440		<b>COMPANY URL:</b> www.GKCU.com
<b>PHONE NUMBER:</b> (843) 546-8494	<b>SUPERVISOR:</b> Arleen Porchea - Teller Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,520.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Assisting members with financial transactions, providing friendly member service regarding account information, debit and credit general ledger accounts, processing various reports and balancing cash drawer daily.		
<b>REASON FOR LEAVING:</b> Relocation to Greenville, South Carolina to continue college education.		

CERTIFICATES AND LICENSES	
<b>TYPE:</b> Leadership For Results Program	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> South Carolina Department of Revenue

Skills
<b>OFFICE SKILLS:</b> Typing: 30 Data Entry: 30
<b>OTHER SKILLS:</b> Computer Skills - Expert - 20 years and 0 months Microsoft - Expert - 20 years and 0 months
<b>LANGUAGE(S):</b>

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Charlie Pitts	<b>POSITION:</b> Collections Department Supervisor
<b>ADDRESS: (Street, City, State, Zip Code)</b> 300 A Outlet Pointe Boulevard, Columbia, South Carolina 29210		
<b>EMAIL ADDRESS:</b> Pittsc@sctax.org		<b>PHONE NUMBER:</b> (803) 898-5675
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Tony McElevan	<b>POSITION:</b> Collections Department Supervisor
<b>ADDRESS: (Street, City, State, Zip Code)</b> 300 A Outlet Pointe Boulevard, Columbia, South Carolina 29210		
<b>EMAIL ADDRESS:</b> McelveT@sctax.org		<b>PHONE NUMBER:</b> (843) 661-4850 ext. 113
<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Valeria Farr	<b>POSITION:</b> IRS Agent
<b>ADDRESS: (Street, City, State, Zip Code)</b> 401 Shortbow Court, Columbia, South Carolina 29212		
<b>EMAIL ADDRESS:</b> Valeria.B.Farr@IRS.gov		<b>PHONE NUMBER:</b> (803) 414-2033

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Weyland Burns  
874 Vocational Lane  
Camden, SC 29020  
(803) 425-8983  
Charlie Pitts  
300 A Outlet Pointe Boulevard  
Columbia, SC 29210  
(803) 898-5675
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Natasha R Dozier on 4/16/14 11:30 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Drayton, Laquana  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 5:31 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Drayton, Laquana		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 963-A Willet Rd, Columbia, South Carolina 29206		
HOME PHONE: (210) 441-8563	ALTERNATE PHONE:	EMAIL ADDRESS: Laquana.Drayton@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$40,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.	

## EDUCATION

DATES: From: 4/2004 To: 9/2005	SCHOOL NAME: strayer university	
LOCATION: (City, State) woodbridge, Virginia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: MBA in Management	UNITS COMPLETED: 54 - Quarter	
DATES: From: 9/2000 To: 5/2004	SCHOOL NAME: strayer university	
LOCATION: (City, State) Washington, District of Columbia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: accounting	UNITS COMPLETED: 108 - Quarter	

## WORK EXPERIENCE

DATES: From: 2/2011 To: Present	EMPLOYER: Air Force Personnel Center	POSITION TITLE: Funds Management Specialist
ADDRESS: (Street, City, State, Zip Code) San Antonio, Texas		COMPANY URL:
PHONE NUMBER: (210) 395-7156	SUPERVISOR: Cheryl Basil - Chief, Reports and Analysis Branch	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,520.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:  
 Performs a full range of accounting duties using double-entry accrual accounting methods in reconciling subsidiary ledgers to the corresponding general ledger accounts. Perform Internal audits on accounts, invoices and subsidiaries as directed. Works diplomatically with external auditors to bring accounts and balance sheet in compliance. Performed staff assisted visits to evaluate income statement, balance sheet, subsidiaries and internal controls. Provided feedback and created internal control procedures in line with Air Force, DOD and GAAP. Developed and implemented accounting instruction and Standard Operating procedures for local offices to assist with performing daily, weekly, monthly and yearly duties. Performs needed reconciliation and balancing of applicable general ledger accounts and their subsidiary ledgers to assure that the basic accounting data in the computerized and manual reports are in balance. Apply knowledge to work within the various applications that facilitate the different accounting processes. Provides procedural guidance to Agency functional program managers and other staff members, within and outside of the Service's Agency, on document preparation and processing in various electronic application given a wide array of complexities. Ensure AF policy and procedures are properly followed in regards to specific AF initiatives and programs, interpret/understand the applicable AF instructions, manuals, operating instructions, and other

guidance as provided. Apply the proper guidance and accounting policy to any given situation, which may not be specifically defined but requires critical thinking. Diligently pursues account discrepancies and out-of -balance conditions. Maintain communication with all parties as necessary to ensure all processes work as intended and all parties are informed regarding the status of payments or other issues and what is required from them to complete the process. Reviews current work processes/procedures to improve efficiency and effectiveness and customer satisfaction. Reviews accounting documentation for accuracy, legibility, and timeliness. Analyzes applicable transactions for effect on assets, liabilities, and equity. Identifies problem areas or other unusual situations and provides oral and/or written corrective actions in accordance with general accepted accounting principles. This position assists and works in tandem with all personnel in the division.

**REASON FOR LEAVING:**

I will be relocating to South Carolina

<b>DATES:</b> From: 3/2009 To: 1/2011	<b>EMPLOYER:</b> US Army	<b>POSITION TITLE:</b> Financial Management Technician
<b>ADDRESS: (Street, City, State, Zip Code)</b> USAG Hohenfels-Germany, APO, Armed Forces Africa/Canada/Europe/Middle East		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Stacey Downing - Family and MWR director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$3,300.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 1

**DUTIES:**

Chosen by the US Army's comprehensive network of quality support and leisure services that enhances the lives of soldiers and their families to perform various financial and accounting tasks. Accountable for conducting audits of documentation for accuracy and compliance, generating trend analysis reports of key operating elements for directors and activity managers, preparing monthly reports on funds and expenditures, maintaining record of expenditures, funds, appropriations, revenues and expenses and balancing financial and accounting documents and records. Monitored accuracy of outgoing invoices and responded to any Purchasing Department inquiries. Researched and resolved any payment, payroll and incentive issues. Trained both new and current staff members on financial protocols and internal control measures. Managed all private organization, fundraising and unit funds as well as the Value Added Tax office which saves soldiers over \$600,000 annually via tax free benefits.

- Implemented a database system, which boosted financial transaction safeguards.
- Conducted routine audits, uncovering several cost saving opportunities for management.
- Took initiative to improve the customer service provided by the financial management division.
- Led the successful rollout of a credit card system to interface with current database, providing all training on new system and serving as primary point-of-contact regarding filing requirements.
- Created and managed database system which maintained all fundraising request information.
- Credited with minimizing employee turnover and workplace stress through one-on-one and group training initiatives and motivating management to satisfy customer needs.

**REASON FOR LEAVING:**

Relocation

<b>DATES:</b> From: 7/2004 To: 1/2009	<b>EMPLOYER:</b> L & amp; D Business Solutions	<b>POSITION TITLE:</b> Business Consultant/ Owner
<b>ADDRESS: (Street, City, State, Zip Code)</b> P.O. Box 683, Ludowici, Georgia 31316		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (912) 312-2001	<b>SUPERVISOR:</b> N/A - N/A	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$4,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Started a small firm specializing in individual and small business financial and managerial consulting to provide practical business advice to small and mid-sized companies as well as nonprofit agencies. Services included bookkeeping, benchmarking, management coaching, tax return preparation, budgeting and tax consulting. Offered classes on parenting, budgeting, conflict resolution and anger management. Recommended strategies for increasing liquidity, improving market position and enhancing net worth. Controlled expenditures aligned with budget. Managed a human services program with four therapists and 18 social services technicians as well as a Medicaid program, ensuring compliance with government regulations.

Business Consultant/Owner – continued

- Prevented closings by aiding businesses in implementing structural changes and maintaining code compliance.
- Inspired sole proprietorship restaurant to implement financially healthy solutions despite communication barrier.

**REASON FOR LEAVING:**

N/A

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing: 45  
Data Entry: 0

**OTHER SKILLS:****LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section



Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Cheryl Basil , 210-395-7435  
  
Felicia Smith, 210-395-7128
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Laquana Drayton on 4/15/14 5:31 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Drayton, Sylvia A  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 1:58 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Drayton, Sylvia A		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 109 Cricket Hill Road, Columbia, South Carolina 29223		
HOME PHONE: (803) 737-1382	ALTERNATE PHONE: (803) 736-7671	EMAIL ADDRESS: DraytonSA@scdot.org
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 008123029	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To secure a position with responsibilities in leading and directing various human resources and financial actions, interpreting policies and rules administered by an agency, participating in management decision-making processes, developing innovative proposals for process improvements, assessing programs and implementing policies, procedures or rule changes that have a significant impact upon an agency.	

## EDUCATION

DATES: From: 8/1988 To: 5/1991	SCHOOL NAME: Troy University	
LOCATION: (City, State) Troy, Alabama	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Administration / Public Administration /HR		UNITS COMPLETED: 42 - Semester

## WORK EXPERIENCE

DATES: From: 7/2000 To: Present	EMPLOYER: South Carolina Department of Transportation	POSITION TITLE: Program Manager I
ADDRESS: (Street, City, State, Zip Code) 955 Park Street, Columbia, SC 29207, South Carolina 29207		COMPANY URL: <a href="http://www.dot.state.sc.us">www.dot.state.sc.us</a>
PHONE NUMBER: (803) 737-1382	SUPERVISOR: Lynsee Gibson - Program Manager II	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$4,705.00/month	# OF EMPLOYEES SUPERVISED: 0

**DUTIES:**  
 Preconstruction Resource Management/Obligation Management Unit - Overseen a staff responsible for programming, monitoring, balancing, reporting and communicating the status of engineering projects programmed in various SCDOT database applications. Under limited supervision, supervised accountants and assist customers (Directors, Program Mangers, Accountants, and other SCDOT employees) in the areas of accounts receivables/payable - expenditures, general ledger, payroll, charge codes, project invoices, lettings/contract updates as it relates to the Allotment Ledger Posting (ALP) and data that has been programmed in the Federal Management Information System (FMIS), Accounting Systems, SCEIS and Preconstruction Project Management System (PPMS) - legacy and the PAR Record Management System utilizing Falcon software web base application. Responsible for managing and coordinating employee educational development and awareness as it relate to SCDOT policies and procedures. Assist SCDOT employees with SCEIS crosswalk table inquiries.

Scheduled and provided financial training classes for current and new SCDOT employees in the legacy PPMS database application. Met with consultants, SCDOT staff to provide programming development of the Project Programming System (P2S) as it relates to current and historical financial data programmed for various SCDOT projects. Managed, planned and conducted financial training on the daily accounting operations of federal, state, county, and other funds for the SCDOT via the intranet and mainframe application. Managed, reviewed, reconciled and analyzed reports, Project Review 2 (PR2s) and SCDOT projects in FMIS and other agency applications for all phases of work (Preliminary Engineering, Right-of-Way, Road Construction, Bridge Construction and Other projects).

Maintained and coordinated the updates of financial data and hyperlinks on the SCDOT intranet. Assisted external audit teams with the reviews of accounting procedures to comply with federal, state and county laws. Attended meetings with management to discuss project programming, status and funding. Supervised and overseen the monthly reconciliation of all funds that has been programmed in PPMS

and FMIS.

Teamed together with the IT staff to implement programming control procedures for data integrity and access. Developed programming enhancements and implement accounting links via SCDOT Intranet (PPMS Net, Chart of Accounts, Construction/Maintenance Projects Browse and Project Labor Distribution Browse).

Served as a member of the Executive Team 360 Mapping Process and Manpower Management Task Force responsible for discussing, recommending and conducting a critical review and validation of the agency's missions and functions as it relates to today's working environment, resources, personnel and technology changes that will impact the short-term and long-term vision, goals and objectives of the agency.

Project Fund Management Unit - Manages the daily invoice review process and oversee the assignment of invoices to applicable Engineering financial analysts. Administers the Project Invoice Management application through the use of SharePoint technology. Ensures that all project invoices have been verified and submitted for payment to the Accounting Department within three business days.

Measures and evaluates review process achievements thru monthly accounting of number of WBS Elements processed and the value of payments that were revised in order to prevent or decrease the amount of billing errors. Develops enhanced mechanisms for ensuring users are accurately charging to projects and payments are being made in a consistent and timely manner.

Monitor the invoice review process and advise financial analysts and Program Managers of available funds to alleviate project overruns and decrease the current bill's Code-2 error report. Serves as liaison between financial analysts and Accounting personnel. Ensure P2S project data is current and accurate in order to facilitate the programming of projects correctly on the Accounting current bill.

Responsible for all charges related to a project that is managed outside of the Regional Production Groups and Traffic Engineering. Manages and participates in financial functions including coordinating with the Program Manager to increase funding and complete departmental transfers needed in order to recoup costs attributed to a project.

Prepares daily reports that provide FMIS unspent obligation and advanced construction amounts. Responsible for notify the Obligations Management office when advanced construction funds are in need of conversion in order to ensure that all federal reimbursements can occur within a timely manner and to prevent a Code -1 billing error.

Proficient P2S, SCDOT mainframe system and Microsoft Office software applications: Outlook, Excel, Access, MS Word, PowerPoint, Formflow, Internet Explorer, Federal Management Information System, Site Manager, ITMS, etc. Monitors, develops and coordinates the generation of special ad hoc reports and summaries via requested from all levels of management.

#### REASON FOR LEAVING:

Currently employed - I'm seeking a more challenging position for career advancement within State government.

DATES: From: 7/1985 To: 7/2012	EMPLOYER: Army Human Resources Command	POSITION TITLE: Human Resources / Logistical Officer (Colonel)
ADDRESS: (Street, City, State, Zip Code) Fort Knox, Kentucky 40122		COMPANY URL: <a href="https://www.hrc.army.mil">https://www.hrc.army.mil</a>
PHONE NUMBER: (888) 276-9402	SUPERVISOR: Logistical Career Branch - IRR Officer Career Management	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 15	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 4

#### DUTIES:

United States Army Active/Reserve (Commander, Senior Human Resources Officer / Logistical Officer): Directed and overseen all Human Resource functions throughout my military career.

Served as the Director of Human Resources responsible for managing the operating budget for the Human Resources Department. Planned, developed, and managed the command's enlisted, officers and civilian full-time support life cycle management systems, to include promotions, reductions, evaluation reports, reclassifications, appointments, Soldier/civilian task analysis, separations of Soldiers in support of the Global War on Terrorism and peace time.

Provided oversight and the implementation of the Interactive Customer Evaluation (ICE) database application for the 81st Regional Support Command, Ft. Jackson, SC which allows Department of Defense (DoD) customers to rate products and services provided by DoD offices and facilities worldwide. The comment card feedback and ratings are used to improve the organization products and services.

Overseen various personnel readiness actions to include writing and reviewing Human Resources policies and procedures, recruiting and retention and Unit Status Report preparation and reviews. Directed and overseen position tenure rotation dates, mandatory removal dates (succession planning), position qualification and certifications. Managed the following programs: Awards Program, Family Readiness Program, Equal Opportunity Program and Drug Demand Reduction Programs.

Responsible for facilitating training workshops, conferences and meetings related to Human Resource topics and employee relations issues. Responsible for developing and maintaining a team approach to improve and accomplish the goals of the organization as it relates to The Department of The Army and the organization's strategic plan. Scheduled Human Resources off-sites to discuss updating or revising the department's strategic plan and document prior year lesson learns for process improvements.

Overseen special projects (Welcome Home Warrior Ceremonies; reorganizations due to Base Closure and Realignment (BRAC), Soldiers Medical Evaluation Boards - Fit for duty/separations), 15-6 Investigations and other assignments as it relates to the organization's mission, goals and objectives.

#### REASON FOR LEAVING:

Fulfilled military obligation - Individual Ready Reserve

#### CERTIFICATES AND LICENSES



TYPE: Certified Public Manager	
LICENSE NUMBER:	ISSUING AGENCY: American Academy of Certified Public Managers

Skills
OFFICE SKILLS: Typing: 50 Data Entry: 50
OTHER SKILLS: Computers - Skilled - 30 years and 0 months
LANGUAGE(S):

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Alfred Comfort	POSITION: Accounting Fiscal Manager I
ADDRESS: (Street, City, State, Zip Code) 955 Park Street, Columbia, South Carolina 29207		
EMAIL ADDRESS: ComfortA@scdot.org		PHONE NUMBER: (803) 737-1245
REFERENCE TYPE: Professional	NAME: Kevin Gantt	POSITION: Eng/Assoc Eng IV
ADDRESS: (Street, City, State, Zip Code) 955 Park Street, Columbia, South Carolina 29207		
EMAIL ADDRESS: GanttKL@scdot.org		PHONE NUMBER: (803) 737-5808
REFERENCE TYPE: Professional	NAME: Andrew DeRienzo	POSITION: Accounting Fiscal Manager I
ADDRESS: (Street, City, State, Zip Code) 955 Park Street, Columbia, South Carolina 29207		
EMAIL ADDRESS: DerienzoAS@scdot.org		PHONE NUMBER: (803) 737- 1387

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SCDOT
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Barbara Sharpe, 955 Park Street, Columbia, SC 737-2394  
Tabita Celestine, 955 Park Street, Columbia, SC 737-1247
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Sylvia A Drayton on 4/17/14 1:58 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Etheridge, Kevin D  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 12:55 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Etheridge, Kevin D		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 47 Silver Pine Ct., Columbia, South Carolina 29229		
HOME PHONE: (919) 749-4958	ALTERNATE PHONE:	EMAIL ADDRESS: ketheridge1@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007359012	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: I am looking to utilize my skills and education in government administration.	

## EDUCATION

DATES: From: 8/2003 To: 5/2005	SCHOOL NAME: University of North Carolina	
LOCATION: (City, State) Chapel Hill, North Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration	UNITS COMPLETED:	
DATES: From: 8/1996 To: 12/1999	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration	UNITS COMPLETED:	
DATES: From: 8/1992 To: 5/1996	SCHOOL NAME: Richland Northeast High School	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 4/2009 To: Present	EMPLOYER: Richland County	POSITION TITLE: Budget Manager
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Daniel Driggers	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$6,000.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>Coordinates and manages the preparation of the county's annual budget</li> <li>Analyzes operational and financial issues in budget development and maintenance</li> <li>Oversees publication of the annual budget book</li> <li>Supervises the daily activities of four employees</li> <li>Ensures adequate financial controls to maintain a balanced budget</li> <li>Performs monthly financial projections and analysis to monitor revenues and expenditures</li> <li>Supports county departments with budget and financial concerns</li> <li>Reviews and approves departmental budget transfers</li> <li>Manages financial aspects of grants including monthly reconciliations, drawdowns, and single audit</li> </ul>		

REASON FOR LEAVING: Looking for career advancement		
DATES: From: 5/2005 To: 4/2009	EMPLOYER: Durham County	POSITION TITLE: Budget Analyst
ADDRESS: (Street, City, State, Zip Code) Durham, North Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Pam Meyer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Consulted and advised departments, provided analysis of data, and evaluated departmental budget requests</li> <li>• Reviewed and approved departmental budget transfers</li> <li>• Prepared, reviewed, and tracked budget ordinance amendments for approval by the Board of County Commissioners</li> <li>• Created a tracking system and automated document production for budget amendment forms</li> <li>• Participated in Capital Improvement Program budgeting</li> <li>• Designed an automated budget document preparation</li> <li>• Administered County Open Space Matching Grants program overseeing all aspects of review by a committee, applicant and grantee support, contracting, and compliance</li> </ul>		
REASON FOR LEAVING: Gained employment with Richland County		
DATES: From: 5/2004 To: 5/2005	EMPLOYER: Durham County	POSITION TITLE: Budget Analyst Intern
ADDRESS: (Street, City, State, Zip Code) Durham, North Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Pam Meyer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Led effort to incorporate GFOA standards in budget document</li> <li>• Conducted survey of budget department customers to gain input on areas for improvement</li> <li>• Assisted County Manager with data and graphs for several presentations</li> </ul>		
REASON FOR LEAVING: Promoted to full time after completing graduate school		
DATES: From: 10/2003 To: 5/2004	EMPLOYER: City of Durham	POSITION TITLE: Graduate Intern
ADDRESS: (Street, City, State, Zip Code) Durham, North Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Jay Reinstein	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Researched best practices in municipal programs such as youth councils, housing authorities, and customer call centers for City Manager's Office</li> <li>• Coordinated a Summer Youth Works program information session for area teens seeking summer employment with governmental, nonprofit, and private sector organizations</li> </ul>		
REASON FOR LEAVING: End of internship		
DATES: From: 7/2001 To: 8/2003	EMPLOYER: Triangle United Way	POSITION TITLE: Campaign Manager
ADDRESS: (Street, City, State, Zip Code) Research Triangle Park, North Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Susin Seow	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Assisted local corporations in conducting workplace giving campaigns</li> <li>• Administered online giving and reporting for select companies</li> <li>• Managed a team of Loaned Executives responsible for raising over \$2 million</li> </ul>		
REASON FOR LEAVING: Left to attend graduate school full-time		
DATES: From: 3/2001 To: 6/2001	EMPLOYER: Triangle United Way	POSITION TITLE: Campaign Specialist
ADDRESS: (Street, City, State, Zip Code) Research Triangle Park, North Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Susin Seow	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0

<b>DUTIES:</b> • Supported the preparation of trainings and seminars for corporate volunteers		
<b>REASON FOR LEAVING:</b> Promoted within organization		
<b>DATES:</b> From: 3/2000 To: 1/2001	<b>EMPLOYER:</b> South Carolina Department of Revenue	<b>POSITION TITLE:</b> Management Analyst
<b>ADDRESS: (Street, City, State, Zip Code)</b> Columbia, South Carolina		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Lauranne Mays	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> • Prepared feasibility study on a telephone tax filing program • Organized multi-agency online business registration project • Coordinated state agency United Way fundraising campaign		
<b>REASON FOR LEAVING:</b> Relocated to NC with spouse		
<b>DATES:</b> From: 11/1996 To: 3/2000	<b>EMPLOYER:</b> South Carolina Department of Revenue	<b>POSITION TITLE:</b> Intern
<b>ADDRESS: (Street, City, State, Zip Code)</b> Columbia, South Carolina		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Burnet Maybank	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 20	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> • Researched taxation issues including lottery, video poker, and economic development • Assisted in legislative activities by tracking bills and laws		
<b>REASON FOR LEAVING:</b> Gained full-time employment in agency after graduating from college		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b> SAP - Skilled - 4 years and 0 months SAP - BW - Skilled - 4 years and 0 months Microsoft Office - Skilled - 15 years and 0 months SAP Business Explorer - Skilled - 4 years and 0 months Microsoft Excel Pivot Tables - Skilled - 6 years and 0 months
<b>LANGUAGE(S):</b>

ADDITIONAL INFORMATION
<b>Volunteer Experience</b> International Model United Nations Association July 2003 – May 2006 • Served as Comptroller responsible for financial operations of nonprofit educational organization with an annual budget of over \$150,000  North Carolina Local Government Budget Association July 2008 – December 2009 • Served on Board of Directors responsible for professional association conferences

REFERENCES		
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Heidi York	<b>POSITION:</b> Person County Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 304 S. Morgan St., Roxboro, North Carolina 27573		
<b>EMAIL ADDRESS:</b> hyork@personcounty.net		<b>PHONE NUMBER:</b> 336-597-1720
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Bill Rivenbark	<b>POSITION:</b> Professor
<b>ADDRESS: (Street, City, State, Zip Code)</b> Campus Box 3330, Chapel Hill, North Carolina 27599		
<b>EMAIL ADDRESS:</b> rivenbark@sog.unc.edu		<b>PHONE NUMBER:</b> (919) 962-3707

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
See references section
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Kevin D Etheridge on 4/16/14 12:55 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Freeman, Patricia Alsbrook  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 2:24 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Freeman, Patricia Alsbrook		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 217 Stonegate Drive, Columbia, South Carolina 29223		
HOME PHONE: 803.553.5338	ALTERNATE PHONE:	EMAIL ADDRESS: pat.a.freeman@icloud.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 004700925	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE: To find a organization with a good fit for my skill set and a challenging job with a secure organization. I am accustomed to working whatever hours it takes to get the job done.	

## EDUCATION

DATES: From: To: 5/1983	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR:	UNITS COMPLETED:	
DATES: From: To: 5/1977	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: BUSINESS ADMINISTRATION/Accounting	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 10/2011 To: 12/2013	EMPLOYER: CBRE	POSITION TITLE: Director of Property Management Accounting
ADDRESS: (Street, City, State, Zip Code) 1333 Main St, Columbia, South Carolina 29201		COMPANY URL: www.cbre.com/columbia
PHONE NUMBER: 803.779.7777	SUPERVISOR: Sandra Johnson - Manager Property Management	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,250.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Responsible for running the accounting functions for 60 commercial properties. Develop and implement accounting procedures, working with the Property Managers, tenants, owners and external accountants. This includes the annual preparation of operating expense reconciliations, using Excel and Yardi. Maintain detailed records on mortgages, owner contributions and distributions and assisted in the preparation of budgets for each property. Worked on Special Projects on a part-time basis from 2007 - 2011. Supervise accounting staff in billing, collections, cash receipts and disbursements Direct the financial management of approximately 60 commercial properties with multiple tenants Protect the assets entrusted to CBRE		

Columbia by establishing and maintaining a system of internal accounting controls  
Worked on conversion of property management software to Yardi Voyager.

**REASON FOR LEAVING:**

Position eliminated

<b>DATES:</b> From: 8/1998 To: 9/2011	<b>EMPLOYER:</b> COLUMBIA CITY BALLET	<b>POSITION TITLE:</b> Director of Finance
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1545 Main St., Columbia, South Carolina 29201		<b>COMPANY URL:</b> Columbiacityballet.com
<b>PHONE NUMBER:</b> 803.799.7605	<b>SUPERVISOR:</b> William Starret - Artistic and Executive Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 25	<b>SALARY:</b> \$2,800.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**

Directed all financial management functions, including cash receipts and disbursements, budget preparation, receivables and payables, payroll and cash flow projections. Ensured adequate internal accounting controls, managed insurance and other benefit administration and assisted in the Ballet's books, records and insurance audits.  
Prepared financial/budget reports and analyses for senior management and the Board of Directors and provided support to the Finance Committee, using Quickbooks, Excel and Word.  
Prepared financial information to support grant applications and final reports

**REASON FOR LEAVING:**

Full time position with salary increase and benefits

<b>DATES:</b> From: 7/1993 To: 2/1998	<b>EMPLOYER:</b> CAROLINA CHILDREN'S HOME	<b>POSITION TITLE:</b> Business Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 3201 Trenholm, Columbia, South Carolina 29204		<b>COMPANY URL:</b> carolinachildrenshome.org
<b>PHONE NUMBER:</b> 803.787.2306	<b>SUPERVISOR:</b> Suzanne Sipe - Executive Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 32	<b>SALARY:</b> \$2,915.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 3

**DUTIES:**

Directed all aspects of the agency's financial matters including the preparation of the annual budget.  
Prepared monthly financial statements and budget reports, advised Managers and the Board of Directors of financial conditions of the agency and established financial objectives and policies to ensure the adequacy of internal accounting controls. Assisted in the administration of human resources.  
Supervised accounting staff and prepared reports required by regulatory agencies and other external organizations  
Ensured adequacy of insurance coverage and coordinated and assisted in the annual audit of the agency's statements  
Prepared financial information to support grant applications and final reports  
Worked with a small task force to convert accounting software to Blackbaud, improving the chart of accounts and financial reports

**REASON FOR LEAVING:**

Position required full time hours. Had small children at the time, was unable to accommodate the changes.

<b>DATES:</b> From: 9/1983 To: 5/1993	<b>EMPLOYER:</b> THE SEIBELS BRUCE INSURANCE COMPANIES	<b>POSITION TITLE:</b> Corporate Auditor
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1501 Lady St, Columbia, South Carolina 29201		<b>COMPANY URL:</b> www.seibels.com
<b>PHONE NUMBER:</b> 877.734.2357	<b>SUPERVISOR:</b> Sterling Beale - CEO	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$3,333.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 5

**DUTIES:**

Directed internal audit function for all subsidiaries of the corporation, including PMSC.  
Supervised the compilation of appropriate data and prepared detailed analysis for inclusion in Form 10-K.  
Responsible for timely and complete filing of the Form-10K with the SEC

**REASON FOR LEAVING:**

Massive layoffs, department eliminated

<b>DATES:</b> From: 8/1978 To: 8/1983	<b>EMPLOYER:</b> SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS	<b>POSITION TITLE:</b> Internal Auditor I and II (previously Dir of Finance and Assistant Admin, SSP)
<b>ADDRESS: (Street, City, State, Zip Code)</b> 3440 HARDEN ST EXT, Columbia, South Carolina 29203		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Mike - Attaway	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 1

**DUTIES:**

Completed internal audits at all locations where services were provided. Also completed medicaid cost reports for several locations. As Director of Finance/Accounting and Assistant Administrator, SSP, managed financial accounting staff of 5, including Medicaid receipts/billing, accounts receivable/payable, and assisted in the management of all phases of full time facility for the developmentally disabled, including food service, engineering, security.



REASON FOR LEAVING:  
Career opportunity at SBIG

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

##### Volunteer Experience

Columbia Sailing Club Auxiliary, various leadership roles, to further the interest and activities of sailing in the midlands of SC.  
Trenholm Road United Methodist Church, member and volunteer.

##### Technical

Proficient in various software programs used by former employers, also MS Office, especially excel. Have excellent data entry/typing skills.

#### REFERENCES

REFERENCE TYPE: Professional	NAME: Robert Meriwether	POSITION: Partner, Nelson Mullins Riley & Scarborough LLP
ADDRESS: (Street, City, State, Zip Code) 1320 Main St, Columbia , South Carolina 29201		
EMAIL ADDRESS: robert.meriwether@nelsonmullins.com		PHONE NUMBER: 803.255.9469
REFERENCE TYPE: Professional	NAME: Candace Leaphart	POSITION: CFO
ADDRESS: (Street, City, State, Zip Code) Hammond School, 854 Galway Lane, Columbia, South Carolina 29209		
EMAIL ADDRESS: chleaphart@gmail.com		PHONE NUMBER: 803.260.6999
REFERENCE TYPE: Personal	NAME: Craig Milling	POSITION: Owner
ADDRESS: (Street, City, State, Zip Code) Fiberlink, 210 Shuler Rd, Columbia, South Carolina 29212		
EMAIL ADDRESS: cmilling@aol.com		PHONE NUMBER: 803.732.9445

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
William Starrett, 1545 Main St., Columbia SC 29201 803.606.6067  
Candace Leaphart, 854 Galway Lane, Columbia SC 29212 803.260.6999
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Patricia Alsbrook Freeman on 4/16/14 2: 24 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Gable, Mary K  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 10:53 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Gable, Mary K		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1134 D Avenue, West Columbia, South Carolina 29169		
HOME PHONE: (803) 671-2883	ALTERNATE PHONE:	EMAIL ADDRESS: mkats25@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$40,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, On Call (as needed)	
OBJECTIVE:	

## EDUCATION

DATES: From: 8/2010 To: 12/2013	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Doctorate of law	UNITS COMPLETED:	
DATES: From: 8/2006 To: 5/2010	SCHOOL NAME: Furman University	
LOCATION: (City, State) Greenville, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting and Economics	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2012 To: 8/2012	EMPLOYER: United States Bankruptcy Court	POSITION TITLE: extern
ADDRESS: (Street, City, State, Zip Code) 1100 Laurel Street, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: research assistance writing and editing legal documents observation of court proceedings		
REASON FOR LEAVING: Summer externship ended		
DATES: From: 5/2010 To: 8/2010	EMPLOYER: Richland County Probate Court	POSITION TITLE: summer intern
ADDRESS: (Street, City, State, Zip Code) 1701 Main Street, Suite 207, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

<b>DUTIES:</b> giving presentations help with the filing and execution of probating estates observe court		
<b>REASON FOR LEAVING:</b>		
<b>DATES:</b> From: 5/2009 To: 8/2009	<b>EMPLOYER:</b> Greenville County Probate Court	<b>POSITION TITLE:</b> summer intern
<b>ADDRESS: (Street, City, State, Zip Code)</b> 301 University Ridge, Greenville, South Carolina 29601		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> research and filing documents observe court proceedings		
<b>REASON FOR LEAVING:</b>		
<b>DATES:</b> From: 5/2007 To: 8/2007	<b>EMPLOYER:</b> Barnwell County Sheriff's Department	<b>POSITION TITLE:</b> summer intern
<b>ADDRESS: (Street, City, State, Zip Code)</b> Barnwell, South Carolina 29812		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> E-911 mapping project. Traveling through the county updating the information for the E-911 mapping database.		
<b>REASON FOR LEAVING:</b>		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

**Honors & Awards**  
 participated and finished the mediation course offered by the South Carolina Bar Association.  
**Additional Information**  
 Finished the South Carolina Bar Association's Mediation course.

#### REFERENCES

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Robert Bockman	<b>POSITION:</b> Senior Legal Writing Instructor
<b>ADDRESS: (Street, City, State, Zip Code)</b>		
<b>EMAIL ADDRESS:</b> bockman@law.sc.edu		<b>PHONE NUMBER:</b> (803) 777-3613

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Dale Moore Gable, mother; South Carolina Judicial Department.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Judge John E Waites  
803 765-5436  
100 Laurel Street  
Columbia SC 29201-2423
- Sheriff Ed Carroll  
803-541-1078  
P.O. Box 384  
Barnwell, South Carolina  
29812-0384
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Mary K Gable on 4/16/14 10: 53 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Guffee, Michael L  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 10:12 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Guffee, Michael L		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 625 Hampton Trace Lane, Columbia, South Carolina 29209		
HOME PHONE: (803) 240-9770	ALTERNATE PHONE:	EMAIL ADDRESS: michaelguffee@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007330114	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: Fast learner, highly motivated individual seeks a job position that will allow for professional, as well as personal growth.	

## EDUCATION

DATES: From: 3/2006 To: 3/2008	SCHOOL NAME: University Of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Masters in Business Administration (M.B.A)		UNITS COMPLETED:
DATES: From: 8/1999 To: 5/2002	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Management		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 4/2012 To: Present	EMPLOYER: Westinghouse Electric Company	POSITION TITLE: Senior Financial Analyst
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina 29061		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Ron Yeakle - Controller	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <p>Perform monthly closing duties as well as track and schedule the Columbia Finance groups' monthly closing items in conjunction with US Fuel deliverable dates.</p> <p>Continuously update and analyze plant costs throughout the month to run down large variances in preparation for close.</p> <p>Support cost improvement reporting, analysis and planning.</p> <p>Develop, maintain and coordinate forecasting, planning and budgeting templates for the Columbia plant spending and headcount.</p> <p>Work closely with the Major Projects team to develop capital tracking and forecasting tools. Developed easy to use tools that could be used by the engineers to evaluate the financial stability of their projects. One such evaluation tool was later rolled out to all of US Fuel.</p> <p>Created detailed statistical analysis tools to evaluate all Major Project alternatives.</p>		

Develop and Maintain cost standards for all material and assemblies.

## REASON FOR LEAVING:

<b>DATES:</b> From: 8/2011 To: 4/2012	<b>EMPLOYER:</b> Department Employment and Workforce	<b>POSITION TITLE:</b> Assistant Director of Finance
<b>ADDRESS:</b> (Street, City, State, Zip Code) Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 737-2400	<b>SUPERVISOR:</b> Don Grant - Director of Finance	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 7

## DUTIES:

Manage the General Accounting section in the development, monitoring and implementation of the agency's annual cost allocation plan and oversee divisional cost center budgets in accordance with agency policy, state and federal regulations.

## REASON FOR LEAVING:

Was offered a job at Westinghouse

[illegible]

## DUTIES:

Served one year as a Member of SAP implementation team testing and troubleshooting software among division.

### Notable Accomplishments

Cut Appropriated Budget by 30% and was still able to meet yearly projected goals set by the Budget and Control Board.

## REASON FOR LEAVING:

REASON FOR LEAVING:		
<b>DATES:</b> From: 5/2005 To: 4/2008	<b>EMPLOYER:</b> South Carolina Retirement Systems	<b>POSITION TITLE:</b> Manager – Financial Services, Average Final Compensation Unit (AFC)
<b>ADDRESS: (Street, City, State, Zip Code)</b> Columbia, South Carolina		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Travis Turner - Assistant Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37	<b>SALARY:</b> \$3,750.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Direct and manage professional (7) and paraprofessional (1) staff in AFC calculations

Determine staff development needs, provide training, coaching, and technical expertise

Participate in management decision-making processes

Establish, monitor, and evaluate performance goals

Interpret and apply state and federal law, along with SCRS policies and regulations

Review, evaluate, and respond to AFC inquiries/disputes filed by employers, retirees, and their legal representatives

Testify before Administrative Law Judge in response to AFC inquiries/disputes

Evaluate employer pay policies and make determinations as to whether or not wages are applicable to retirement in accordance with statutes

Modify procedures as needed to accommodate changes in workload that result from legislative changes and retirement incentives

Coordinate policy and procedures with other business units to ensure efficiency and effectiveness

Assess and recommend revisions and improvements to the automated system

**REASON FOR LEAVING:**

<b>DATES:</b> From: 3/2002 To: 5/2005	<b>EMPLOYER:</b> Norris Financial Group, LLC	<b>POSITION TITLE:</b> Chief Compliance Officer/Financial Advisor
<b>ADDRESS:</b> (Street, City, State, Zip Code) 800 E. Washington Street, Greenville, South Carolina 29601		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (864) 235-6408	<b>SUPERVISOR:</b> Terry Norris - President	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b>SALARY:</b> \$3,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Security License- Series 7, Series 24, Series 63 and Series 65

Plan for retirement with clients by developing strategies to achieve retirement goals

Actively manage client accounts on a daily basis by trading and selling securities as needed

Rebalance client portfolios depending on the market and its direction

Handle client distributions, billing groups, new accounts and general request

Teach clients how to use financial planning software to plan for retirement

Coordinate all compliance to comply with SEC and NASD rules and regulations

**REASON FOR LEAVING:**

To attend graduate school.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:  
Data Entry:



OTHER SKILLS:  
SAP/SCEIS - Skilled - 5 years and 0 months  
Microsoft Office (proficient in Excel, PowerPoint, - Skilled - 15 years and 0 months)

LANGUAGE(S):

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Karen Roberts	POSITION: Assistant Director
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		
EMAIL ADDRESS:		PHONE NUMBER: (803) 737-2805
REFERENCE TYPE: Professional	NAME: Linda Breedlove	POSITION:
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		
EMAIL ADDRESS:		PHONE NUMBER: (803) 996-1430
REFERENCE TYPE: Personal	NAME: Kent Demars	POSITION: USC Men's Tennis Coach
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		
EMAIL ADDRESS:		PHONE NUMBER: (803) 446-1279
REFERENCE TYPE: Professional	NAME: Joe Stone	POSITION:
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		
EMAIL ADDRESS:		PHONE NUMBER: (803) 737-6950

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Joe Stone - 1005 Wordsworth Drive, Columbia SC 803-737-6950  
  
Kristen Rutledge - 212 Chimney Hill Road, Columbia SC 803-397-7370
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Michael L Guffee on 4/15/14 10:12 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Guinyard, Marie L  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 5:41 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Guinyard, Marie L		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1231 Sheppard Road, Orangeburg, South Carolina 29118		
HOME PHONE: (803) 378-6426	ALTERNATE PHONE:	EMAIL ADDRESS: mguinyard02@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 011230206	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$40,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE:	

## EDUCATION

DATES: From: 4/2011 To: 5/2013	SCHOOL NAME: Strayer University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Masters of Science in Accounting		UNITS COMPLETED:
DATES: From: 7/2007 To: 4/2009	SCHOOL NAME: DeVry Keller School of Management	
LOCATION: (City, State) Naperville, Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master of Business Administration		UNITS COMPLETED: 64 - Semester
DATES: From: 8/1998 To: 12/2002	SCHOOL NAME: University of South Carolina Aiken	
LOCATION: (City, State) Aiken, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Finance		UNITS COMPLETED: 124 - Semester

## WORK EXPERIENCE

DATES: From: 11/2012 To: Present	EMPLOYER: South Carolina State University	POSITION TITLE: Staff Accountant
ADDRESS: (Street, City, State, Zip Code) Orangeburg, South Carolina 29117		COMPANY URL:
PHONE NUMBER: (803) 536-8540	SUPERVISOR: Evelyn Anderson - Director of Internal Audit	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$37,585.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Assists with financial, operational, compliance audits, and consultative services as assigned by the Director of Internal Audit. Performs follow-up reviews on past audit recommendations to determine adequacy of corrective actions taken management. assigned. Assists with documenting process flows for audits using flowing charting software and narrative. Document audit testing and trend analysis. Assists with publishing and distribution of rough and final audit reports. Organize meeting details for entrance/exit conferences and other meetings. Prepare meeting agendas, collection of required audit documents and other audit related task. Perform research and prepare audit inquiries, to assist in identifying preliminary scope, performing fieldwork objectives and reporting. Assist with drafting departmental policies and procedures and ensuring policies remain up to date on an annual basis.		
REASON FOR LEAVING:		

DATES: From: 7/2009 To: 10/2012		EMPLOYER: South Carolina State University	POSITION TITLE: Grant Accountant
ADDRESS: (Street, City, State, Zip Code) 300 College Street, Orangeburg, South Carolina 29117		COMPANY URL: www.scsu.edu	
PHONE NUMBER: (803) 536-8540	SUPERVISOR: Donna Hanton - Director of Grants & Contract Accounting		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$3,041.00/month	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Reconciling all funded projects by the 12th day of each month, billing for reimbursement of funds due to the college, issuing Dunning letters, following up on 30 day unpaid invoices, submitting financial reports to project sponsors, attending Post Award Conference for grant explanations, and advising the Principal Investigator of the financial status of projects. Additionally, to completing all paperwork for new grants in accordance to university requirements, resolving account discrepancies, reviewing general ledger transactions for accuracy as needed, completing all grant related budget distributions and amendments, completing EPMS for departmental Grant Accountants & Administrative Assistants, and serving as the Team Leader for Grant Accountants in the department.			
REASON FOR LEAVING:			
DATES: From: 10/2006 To: 6/2009		EMPLOYER: Denmark Technical College	POSITION TITLE: Procurement Officer
ADDRESS: (Street, City, State, Zip Code) P. O Box 327, Denmark, South Carolina 29042		COMPANY URL: www.denmarktech.edu	
PHONE NUMBER: (803) 793-5125	SUPERVISOR: Clarence F. Bonnette - Vice President of Fiscal Affairs		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$2,575.00/month	# OF EMPLOYEES SUPERVISED:	
DUTIES: Preparing purchase orders and vendor contracts, awarding winning contract bids, reviewing budgetary requests, verifying estimates, inputting budgets and budget amendments, preparing budgetary reports for managerial review. Additionally, reviewing requisitions, consulting with Central Office & General Services personnel on complex procurement matters, ensuring past fiscal year encumbrances are resolved, completing journal entries, reviewing department budgets for accuracy, auditing invoices from vendors for accuracy, and entering new fiscal year budgets.			
REASON FOR LEAVING: A job more in my field of study.			
DATES: From: 7/2004 To: 10/2006		EMPLOYER: Voorhees College	POSITION TITLE: Assistant Registrar
ADDRESS: (Street, City, State, Zip Code) P. O Box 678, Denmark, South Carolina 29042		COMPANY URL: www.voorhees.edu	
PHONE NUMBER: (803) 780-1234	SUPERVISOR: Shirley Thomas - Registrar		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,083.00/month	# OF EMPLOYEES SUPERVISED:	
DUTIES: Reviewing student grades & input into TeamsElite system, conduct Senior Audits for graduating students, maintain traditional & non-traditional student files, monitor & assist the registration process, manage incoming and outgoing transcripts, input transfer hours for traditional and nontraditional students, and all other duties to support departmental goals and the mission of the college.			
REASON FOR LEAVING: Found a job more in the Business Field			

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

## OFFICE SKILLS:

Typing:  
Data Entry:

## OTHER SKILLS:

Jenezbar - Skilled - 2 years and 0 months  
Datatel - Skilled - 2 years and 0 months  
Banner - Skilled - 4 years and 0 months  
Microsoft Office 07 - Skilled - 5 years and 0 months  
SQL Training - Beginner - 0 years and 7 months

## LANGUAGE(S):

## ADDITIONAL INFORMATION

Professional Associations  
Association of College & University Auditors  
Institute of Internal Auditors

## REFERENCES

REFERENCE TYPE: Professional	NAME: Dr. Bettie W. Hicks	POSITION: Director of Field & Clinical Experience
---------------------------------	------------------------------	--

ADDRESS: (Street, City, State, Zip Code) 1095 Woodbine Drive, Orangeburg, South Carolina 29115		
EMAIL ADDRESS: bhicks@claflin.edu		PHONE NUMBER: 803-535-5090
REFERENCE TYPE: Professional	NAME: Ms. Evelyn Anderson	POSITION: Director of Internal Audit
ADDRESS: (Street, City, State, Zip Code) 300 College Street, Orangeburg, South Carolina 29117		
EMAIL ADDRESS: eveanderson1@yahoo.com		PHONE NUMBER: 803-479-3007
REFERENCE TYPE: Professional	NAME: Mrs. Rebecca Clemons Wright	POSITION: Data Coordinator I
ADDRESS: (Street, City, State, Zip Code) 300 College Street, Orangeburg, South Carolina 29117		
EMAIL ADDRESS: rclemonswright@gmail.com		PHONE NUMBER: 803-682-1408

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
South Carolina State University
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Dr. Bettie W. Hicks  
1095 Woodbine Drive  
Orangeburg, SC 29115  
803-535-5090  
  
Ms. Evelyn Anderson  
300 College Street  
Orangeburg, South Carolina  
803-479-3007
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Marie L Guinyard on 4/15/14 5:41 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Hoffman, Girard F  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 5:25 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Hoffman, Girard F		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 115 Meadow Trace Court, Aiken, South Carolina 29805		
HOME PHONE: (803) 522-1015	ALTERNATE PHONE: (803) 278-6740	EMAIL ADDRESS: j.hoffman68@atlanticbb.net
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 003301591	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE:	

## EDUCATION

DATES: From: 1/1999 To: 5/2003	SCHOOL NAME: Augusta Technical College	
LOCATION: (City, State) Augusta, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Networking Specialist		UNITS COMPLETED: 35 - Quarter
DATES: From: 9/1981 To: 5/1987	SCHOOL NAME: Community College of Allegheny County	
LOCATION: (City, State) Pittsburgh, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Business Data Processing		UNITS COMPLETED: 33 - Quarter
DATES: From: 9/1976 To: 11/1979	SCHOOL NAME: The Pennsylvania State University	
LOCATION: (City, State) University Park, PA, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting		UNITS COMPLETED: 133 - Quarter

## WORK EXPERIENCE

DATES: From: 12/2013 To: Present	EMPLOYER: SC Budget and Control Board	POSITION TITLE: Auditor IV
ADDRESS: (Street, City, State, Zip Code) 1201 Main Street, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: 803-737-0869	SUPERVISOR: Jane Francis - Internal Audit Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$4,458.33/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Conduct performance, operational, and compliance audits in accordance with Government Auditing Standards and Institute of Internal Auditing Standards.  Assisted the audit department with an ongoing audit in the area of surplus property. Completed a follow-up audit on the status of corrective actions, identified by the General Services Administration, related to surplus property operations.		
REASON FOR LEAVING:		
DATES: From: 7/2009 To: 9/2013	EMPLOYER: Savannah River Remediation LLC	POSITION TITLE: Principal Internal Auditor

ADDRESS: (Street, City, State, Zip Code) 106 Newberry St. N.W., Aiken, South Carolina 29801		COMPANY URL: <a href="http://www.srremediation.com/index.html">http://www.srremediation.com/index.html</a>
PHONE NUMBER: (803) 208-8152	SUPERVISOR: Clay F. Sprouse - Internal Audit Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Conduct performance, operational, and compliance audits in accordance with Government Auditing Standards and Institute of Internal Auditing Standards. Present issues and recommendations to upper management to implement actions to improve operations and enhanced internal controls. Presented audit issues and recommendations to diverse audiences (all levels of management) both orally and in writing. On a team to document internal controls for a new system implementation. Completed 10 audits to include the areas of Earned Value, Accounts Payable, Allowable Cost, and Cost Accounting Standards. Proficient with TeamMate audit software for the management of audit projects. Skilled in ACL (Audit Control Language) software for Windows. Downloaded mainframe files to select samples using ACL, evaluated sample results, and performed statistical analysis		
REASON FOR LEAVING: Workforce reduction due to funding shortfall.		
DATES: From: 9/2008 To: 6/2009	EMPLOYER: Washington Savannah River Company	POSITION TITLE: Internal Audit Manager
ADDRESS: (Street, City, State, Zip Code) P.O. Box 808, Aiken, South Carolina 29808		COMPANY URL:
PHONE NUMBER: (803) 208-8152	SUPERVISOR: Stephen Piccolo - President, Washington Savannah River Company	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Manage an Internal Audit department of 2 personnel. Develop and implement a risk-based annual audit plan. Supervise the conduct of internal audits in compliance with the standards published by the Institute of Internal Auditors (IIA). Establish and maintain relationships with parent company management and with financial and operational personnel at the Department of Energy, Savannah River Site. Perform a variety of administrative duties such as budgeting, personnel evaluations, subcontract management, etc		
REASON FOR LEAVING:		
DATES: From: 4/1995 To: 9/2008	EMPLOYER: Washington Savannah River Company	POSITION TITLE: Principal Internal Auditor
ADDRESS: (Street, City, State, Zip Code) PO Box 808, Aiken, South Carolina 29808		COMPANY URL: <a href="http://www.wgint.com/">http://www.wgint.com/</a>
PHONE NUMBER: (803) 208-8152	SUPERVISOR: Malverse Collins - Internal Oversight Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Conduct performance, operational, and compliance audits in accordance with Government Auditing Standards and Institute of Internal Auditing Standards. Present issues and recommendations to upper management to implement actions to improve operations and enhanced internal controls. Part of the parent company team that conducted Sarbanes-Oxley Act section 404 testing. Coordinated the implementation of internal controls testing to satisfy OMB Circular A-123 requirements. Proficient with TeamMate audit software for the management of audit projects. Skilled in ACL (Audit Control Language) software for Windows. Downloaded mainframe files to select samples using ACL, evaluated sample results, and performed statistical analysis. Used ACL Monarch to convert PDF files to text for use in Excel.		
REASON FOR LEAVING:		
DATES: From: 3/1990 To: 4/1995	EMPLOYER: Washington Savannah River Company	POSITION TITLE: Manager of Accounts Payable
ADDRESS: (Street, City, State, Zip Code) PO Box 808, Aiken, South Carolina 29808		COMPANY URL: <a href="http://www.wgint.com">http://www.wgint.com</a>
PHONE NUMBER:	SUPERVISOR: John Cantwell - Manager of Cash Management and Accounts Payable	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Managed thirty six people who processed greater than 16,000 documents monthly. Responded to internal audits, Inspector General audits, and General Accounting Office (GAO) audits. Improvements included a reduction in lost discounts, reduced late payments, and a customer service desk. These were attained by reengineering with Pay by Receipt, Document Imaging, and Procurement Cards; training on personal computers and procedures; and conducting performance reviews. Ensured that the internal controls such as purchase order procedures and the invoice authorization process were operating properly, along with segregation of duties.		
REASON FOR LEAVING: Pursue career enhancement opportunity		
DATES: From: 9/1987 To: 3/1989	EMPLOYER: Westinghouse Radiological Services, Inc	POSITION TITLE: Manager of Finance
ADDRESS: (Street, City, State, Zip Code) Barrington, Rhode Island		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Sam Pelchar	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



HOURS PER WEEK: 40	SALARY: \$3,550.00/month	# OF EMPLOYEES SUPERVISED: 5
<b>DUTIES:</b> Supervise 3 accounting clerks for the positions of payroll, accounts payable, and invoicing. Supervise 2 professionals, one who was shared with the manager of systems and the other who performed the monthly closing and financial reporting. I converted a manual ledger, accounts payable, and accounts receivable to Westinghouse corporate systems. A significant amount of time was spent with line managers on analyzing results to determine the impact on pricing and performance. I worked with line managers on the annual financial plan.		
<b>REASON FOR LEAVING:</b> The company was discontinued.		

CERTIFICATES AND LICENSES	
TYPE: Passed the CPA exam	
LICENSE NUMBER:	ISSUING AGENCY: South Carolina Board of Accountancy
TYPE: Certified Internal Auditor	
LICENSE NUMBER: 921455	ISSUING AGENCY: The Institute of Internal Auditors
TYPE: Certified Management Accountant	
LICENSE NUMBER:	ISSUING AGENCY: Institute of Certified Management Accountants
TYPE: Microsoft Certified Professional	
LICENSE NUMBER:	ISSUING AGENCY: Microsoft

Skills
<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b> Microsoft Excel and Word - Skilled - 20 years and 0 months Visual Basic for Applications (VBA) - Skilled - 10 years and 0 months IBM mainframe Job Control Language (JCL) - Beginner - 10 years and 0 months
LANGUAGE(S):

ADDITIONAL INFORMATION
Military Service Army Honorable Discharge June 1973 - June 1976

REFERENCES		
REFERENCE TYPE: Professional	NAME: Malverse (Mal) Collins	POSITION: Accounting Manager
ADDRESS: (Street, City, State, Zip Code) Washington Division URS Corporation, 106 Newberry Street Southwest, Aiken, South Carolina 29801		
EMAIL ADDRESS: malverse.collins@wgint.com		PHONE NUMBER: (803) 507-2327
REFERENCE TYPE: Professional	NAME: Lee Burkhardt	POSITION: Manager of Internal Audit
ADDRESS: (Street, City, State, Zip Code) Savannah River Nuclear Solutions, Building 730-1B, Aiken, South Carolina 29808		
EMAIL ADDRESS: lee.burkhart@srs.gov		PHONE NUMBER: (803) 507-2022

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Budget and Control Board
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Janis B Hoffman  
Spouse  
University of SC
7. Have you ever been terminated or forced to resign from any job?  
Yes
8. If yes, please explain.  
Terminated from Savannah River Remediation LLC as a result of budget reductions.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Nancy Brown  
Savannah River Remediation LLC  
Aiken, SC 29808  
Cell: 706-833-0800  
Work: 803-952-9749  
  
Joel Sabel  
Savannah River Nuclear Solutions  
Aiken, SC 29808  
Cell: 706-799-5753  
Work: 803-952-8585
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Girard F Hoffman on 4/17/14 5:25 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Jacobs, Kristy  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 11:52 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Jacobs, Kristy		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 128 Pebble Creek Dr, West Columbia, South Carolina 29170		
HOME PHONE: (803) 603-2549	ALTERNATE PHONE:	EMAIL ADDRESS: Kristyjacobs03@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007298726	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$75,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE:	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Limestone College	
LOCATION: (City, State) Gaffney, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration/Accounting	UNITS COMPLETED: 121 - Semester	

## WORK EXPERIENCE

DATES: From: 10/2010 To: Present	EMPLOYER: Pure Fishing a Jarden Corporation	POSITION TITLE: Senior Accountant, AP Manager
ADDRESS: (Street, City, State, Zip Code) 7 Science Court, Columbia, South Carolina 29203		COMPANY URL:
PHONE NUMBER: (803) 451-3454	SUPERVISOR: Mike Postich - North America Controller	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: I prepare and post journal entries, reconcile over 75 balance sheet accounts monthly. Manage and reconcile all the fixed assets and CAPEX projects. Prepare and analyze the monthly budget reports. Present the monthly budget reports to our CFO and President for our manufacturing facility. Prepare and analyze the yearly spend plan. Enter and reconcile the bank statements daily. Balance our inter company entities globally. Manage the daily activities of accounts payable. Coordinate with internal and external auditors for quarterly and yearly audits.		
REASON FOR LEAVING: Still employed; I'm looking for long term career opportunities.		
DATES: From: 2/2002 To: 10/2010	EMPLOYER: Southern Wine & Spirits	POSITION TITLE: Inventory Costing/Supplier Billing/Accounts Payable Supervisor
ADDRESS: (Street, City, State, Zip Code) 7600 Richard St, Columbia, South Carolina 29209		COMPANY URL:
PHONE NUMBER: (803) 695-7535	SUPERVISOR: Pam Gregg - Assisant Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED: 3
DUTIES: Managed the daily activities of 3 demanding departments and managed 3 people within these departments. Heavily involved in month end closing. Prepared and posted journal entries. Reconciled and analyzed general ledger accounts. Coordinated with auditors for quarterly and yearly audits. Assisted with the annual budget and the preparation of the financial reports.		

REASON FOR LEAVING:  
I was offered a better opportunity.

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

OFFICE SKILLS:  
Typing: 65  
Data Entry: 11000

OTHER SKILLS:  
Excel - Expert - 13 years and 0 months  
Word - Expert - 13 years and 0 months  
AS400 - Skilled - 12 years and 0 months  
SAP - Expert - 12 years and 0 months

LANGUAGE(S):

## ADDITIONAL INFORMATION

Nothing Entered For This Section

## REFERENCES

REFERENCE TYPE: Professional	NAME: Michelle Burgess	POSITION: Controller
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 451-3482
REFERENCE TYPE: Personal	NAME: Wendy Evans	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 530-9667
REFERENCE TYPE: Professional	NAME: Robert McDonald	POSITION: Senior Accountant
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 622-3030

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Michelle Burgess  
803-237-1396  
Robert Macdonald  
803-622-3030
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Kristy Jacobs on 4/16/14 11:52 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Johnson, Joyce C  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 8:31 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Johnson, Joyce C		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 148 Twisted Hill Rd., Irmo, South Carolina 29063		
HOME PHONE: (803) 407-9208	ALTERNATE PHONE: (803) 315-0305	EMAIL ADDRESS: joycejohnson1964@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 008622685	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$68,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To obtain a challenging position that will allow me to capitalize on my education and experience while providing professional and personal growth.	

## EDUCATION

DATES: From: 7/2012 To: Present	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State) Phoenix, Arizona	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: M. S. Accountancy		UNITS COMPLETED: 15 - Semester
DATES: From: 8/1995 To: 3/1997	SCHOOL NAME: Southern Wesleyan University	
LOCATION: (City, State) Central, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Management		UNITS COMPLETED: 36 - Semester
DATES: From: 8/1987 To: 7/1990	SCHOOL NAME: South Carolina State University	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting		UNITS COMPLETED: 130 - Semester
DATES: From: 8/1978 To: 5/1982	SCHOOL NAME: Orangeburg-Wilkinson High	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 8/2013 To: 2/2014	EMPLOYER: Allen University	POSITION TITLE: Controller
ADDRESS: (Street, City, State, Zip Code) 1530 Harden Street, Columbia, South Carolina 29204		COMPANY URL:
PHONE NUMBER: (803) 414-4882	SUPERVISOR: Brenda Walker - Vice President of Fiscal Affairs	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 2

<b>DUTIES:</b> Responsibilities included the day to day operations of fiscal affairs to include accounts payable, payroll, general ledger (approve and review all entries), management of cash daily, bank and grant reconciliations.		
<b>REASON FOR LEAVING:</b> Unstable environment		
<b>DATES:</b> From: 4/2011 To: 8/2013	<b>EMPLOYER:</b> S. C. Department of Health and Environmental Control	<b>POSITION TITLE:</b> Grants Administrator I
<b>ADDRESS: (Street, City, State, Zip Code)</b> 2600 Bull Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 898-3427	<b>SUPERVISOR:</b> Judy Kalbaugh - Manager of Cost Accounting and Cash Management	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Prepared contracts and MOA's for the Office of Public Health Preparedness; prepared contracts and monitor invoices for compliance with grant restrictions; provided accurate information to program areas when requested and monitored budget amounts pertaining to grants and contracts; developed and maintained a database for monitoring status of contracts, expenditures and termination dates; reviewed contracts and recommended adjustments or amendments as needed; and prepared and drew down federal cash draws.		
<b>REASON FOR LEAVING:</b> Career Advancement		
<b>DATES:</b> From: 4/2006 To: 3/2011	<b>EMPLOYER:</b> S. C. First Steps	<b>POSITION TITLE:</b> Fiscal Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1300 Sumter Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 734-0479	<b>SUPERVISOR:</b> Dan Wuori - Chief Program Officer	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Primary liaison for 23 county First Steps partnerships; provided county partnerships with assistance regarding budget development, reallocation of budgets and managed county partnerships' budgets on the State level that included State and Federal funding; and other duties as necessary		
<b>REASON FOR LEAVING:</b> Career Advancement		
<b>DATES:</b> From: 11/2004 To: 3/2006	<b>EMPLOYER:</b> NETA	<b>POSITION TITLE:</b> Accountant Assistant
<b>ADDRESS: (Street, City, State, Zip Code)</b> 939 S. Stadium Blvd., Columbia, South Dakota 29202		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 799-5517	<b>SUPERVISOR:</b> Brenda Baker - Assistant Director of Finance/Accounting	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Performed routine accounts payable functions; accounts receivable (processing cash receipts and invoices); monthly bank reconciliation; journal entries; and other duties as necessary.		
<b>REASON FOR LEAVING:</b> Career Advancement		
<b>DATES:</b> From: 2/2004 To: 11/2004	<b>EMPLOYER:</b> Midlands Technical College	<b>POSITION TITLE:</b> Fiscal Technician II
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1260 Lexington Avenue, West Columbia, South Carolina 29172		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 822-3500	<b>SUPERVISOR:</b> Beth Warren - Accounts Payable Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Performed routine accounts payable functions that included auditing and processing invoices and purchase orders for payment (price verification, quantities, and receipt of goods and services); contacting vendors; provided back-up for processing accounts payable checks and on-line services; and other duties as necessary.		
<b>REASON FOR LEAVING:</b> Temporary position		
<b>DATES:</b> From: 9/1997 To: 7/2003	<b>EMPLOYER:</b> Columbia College	<b>POSITION TITLE:</b> Staff Accountant
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1301 Columbia College Drive, Columbia, South Carolina 29203		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (843) 206-7345	<b>SUPERVISOR:</b> Tom Hoffmeyer - Director of Accounting	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 1

**DUTIES:**

Performed accounting for federal, state, foundation and miscellaneous grants; monthly bank reconciliation and analysis; supervised accounts payable and purchasing; budget approvals; accounts receivable; coordinated and assisted auditors with the annual financial audit; recorded capital assets; prepared and entered budget and journal entries for monthly expenditure; and other duties as necessary.

**REASON FOR LEAVING:**

Due to restructuring, position was eliminated

**DATES:**

From: 8/1991 To: 8/1997

**EMPLOYER:**

Orangeburg Consolidated School District 5

**POSITION TITLE:**

Administrative Specialist

**ADDRESS: (Street, City, State, Zip Code)**

Ellis Avenue, Orangeburg, South Carolina 29115

**COMPANY URL:****PHONE NUMBER:****SUPERVISOR:**

Myrtle D. McDaniel - Assistant Superintendent

**MAY WE CONTACT THIS EMPLOYER?**

☒ Yes ☐ No

**HOURS PER WEEK:**

37.5

**SALARY:**

\$0.00/month

**# OF EMPLOYEES SUPERVISED:**

2

**DUTIES:**

Managed the Office of Curriculum and Instruction; bookkeeping; receptionist; and supervision of the co-operative education student and temporary employees; and other duties as necessary.

**REASON FOR LEAVING:**

Career Advancement

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION****Honors & Awards**

Cum Laude - 1990

Alpha Kappa Mu National Honor Society - 1989

Presidential Scholar Award - 1988 and 1989

**Professional Associations**

National Association of Black Accountants

**REFERENCES****REFERENCE TYPE:**

Personal

**NAME:**

Mrs. Sharon Brunson

**POSITION:****ADDRESS: (Street, City, State, Zip Code)**

312 Rushing Wind, Irmo, South Carolina 29063

**EMAIL ADDRESS:****PHONE NUMBER:**

(803) 730-4340

**REFERENCE TYPE:**

Professional

**NAME:**

Mr. Rodney Jenkins

**POSITION:**

Retired - CFO

**ADDRESS: (Street, City, State, Zip Code)**

8208 Hunt Club Road, Columbia, South Carolina 29223

**EMAIL ADDRESS:****PHONE NUMBER:**

(803) 920-0921



Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Mrs. Gladys Carter  
605 Glenlea Rd.  
Columbia, SC 29203  
(803) 786-2064  
  
Mrs. Mary Huges  
410 Hunting Creek Rd.  
Hopkins, SC 29061  
(803) 695-3606
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Joyce C Johnson on 4/15/14 8:31 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Knapp, Howard M  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 7:38 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Knapp, Howard M		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 55 Chesham Ct., Columbia, South Carolina 29209		
HOME PHONE: (803) 743-5276	ALTERNATE PHONE:	EMAIL ADDRESS: howieknapp@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
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

DATES: From: 8/2009 To: 5/2012	SCHOOL NAME: Ave Maria School of Law	
LOCATION: (City, State) Naples, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law	UNITS COMPLETED:	
DATES: From: 8/2004 To: 5/2008	SCHOOL NAME: The Citadel	
LOCATION: (City, State) Charleston, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: History/ Leadership Studies	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2012 To: Present	EMPLOYER: South Carolina General Assembly Legislative Audit Council	POSITION TITLE: Associate Auditor
ADDRESS: (Street, City, State, Zip Code) 1331 Elmwood Avenue, Columbia, South Carolina 29201		COMPANY URL: lac.sc.gov
PHONE NUMBER: (803) 253-7612	SUPERVISOR: Andrew Young - Audit Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>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.</li> <li>o Conduct in-depth analysis of agency records and interviews audited entity's staff and other government officials.</li> <li>o Assist managerial auditors in planning, conducting, and writing audits within established timelines.</li> <li>o Prepare concise reports and explain results to audit stakeholders.</li> <li>o Perform regulatory and legal compliance assessments well as fiscal responsibility and performance assessments.</li> <li>o Participate on, and lead operations relating to, major fraud, waste, and abuse investigations.</li> <li>o Assist state government agencies of all sizes with strategic risk management support, including IT risk management / data protection.</li> </ul>		

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.

## REASON FOR LEAVING:

DATES: From: 1/2012 To: 5/2012	EMPLOYER: City of Bonita Springs, FL: City Attorney's Office	POSITION TITLE: Law Clerk
ADDRESS: (Street, City, State, Zip Code) 9101 Bonita Beach Road, Bonita Springs, Florida 34135		COMPANY URL: <a href="http://www.cityofbonitasprings.org/government/departments/city-attorney/">http://www.cityofbonitasprings.org/government/departments/city-attorney/</a>
PHONE NUMBER: (239) 949-6254	SUPERVISOR: Joseph Faerber - Assistant City Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$800.00/month	# OF EMPLOYEES SUPERVISED: 0

## 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.

DATES: From: 5/2011 To: 8/2011	EMPLOYER: Bruner, Powell, Wall & Mullins, LLC	POSITION TITLE: Summer Associate
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		COMPANY URL: <a href="http://www.brunerpowell.com">www.brunerpowell.com</a>
PHONE NUMBER:	SUPERVISOR: Joey Floyd, Esq. - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 55	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

## 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.

DATES: From: 5/2010 To: 8/2010	EMPLOYER: Florida State Attorney's Office	POSITION TITLE: Law Clerk
ADDRESS: (Street, City, State, Zip Code) Fort Myers, Florida		COMPANY URL: <a href="http://sao.cjis20.org/">http://sao.cjis20.org/</a>
PHONE NUMBER:	SUPERVISOR: Marie Doerr, Esq. - Assistant State Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

## 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.

DATES: From: 6/2005 To: 7/2005	EMPLOYER: United States Senate: Senator Conrad Burns	POSITION TITLE: Intern
ADDRESS: (Street, City, State, Zip Code) Dirksen Senate Office Building, Washington, District of Columbia		COMPANY URL: <a href="http://www.senate.gov">www.senate.gov</a>

PHONE NUMBER:	SUPERVISOR: Jedediah Link - Legislative Assistant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$300.00/month	# OF EMPLOYEES SUPERVISED:
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	
LICENSE NUMBER:	ISSUING AGENCY: Secretary of State Mark Hammond

#### Skills

Nothing Entered For This Section

#### 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

REFERENCE TYPE: Professional	NAME: Brad Hanley	POSITION: Audit Manager
ADDRESS: (Street, City, State, Zip Code) 1331 Elmwood Ave., Suite 315, Columbia, South Carolina 29201		
EMAIL ADDRESS: bhanley@lac.sc.gov		PHONE NUMBER: (803) 253-7612
REFERENCE TYPE: Professional	NAME: Caroline Overcash	POSITION: Attorney/Auditor- Office of the Inspector General
ADDRESS: (Street, City, State, Zip Code) 111 Executive Center Drive, Suite 204, Columbia, South Carolina 29210		
EMAIL ADDRESS: carolineovercash@oig.sc.gov		PHONE NUMBER: (803) 896-4743

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
S.C. Legislative Audit Council
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
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. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Howard M Knapp on 4/16/14 7:38 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
Division of Human Resources 8301 Parklane Road, Suite A220  
Columbia, South Carolina 29223  
(803) 896-5300  
<http://www.jobs.sc.gov>

Lee, Erin E  
38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 6:29 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Lee, Erin E		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 107 Randall Road, Easley, South Carolina 29642		
HOME PHONE: (863) 353-2357	ALTERNATE PHONE:	EMAIL ADDRESS: erin.lee23@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 100421088	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$45,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends	
OBJECTIVE: My objective is to achieve a career where I can use my skills from my college and working to maximize my production.	

## EDUCATION

DATES: From: 8/2005 To: 5/2009	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Retail	UNITS COMPLETED: 8 - Semester	

## WORK EXPERIENCE

DATES: From: 3/2010 To: Present	EMPLOYER: Bank of America	POSITION TITLE: Sales and service specialist
ADDRESS: (Street, City, State, Zip Code) 6091 Calhoun memorial hwy, Easley, South Carolina 29640		COMPANY URL:
PHONE NUMBER: (864) 855-7973	SUPERVISOR: Lesley Baker - Banking Center Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,800.00/month	# OF EMPLOYEES SUPERVISED: 7
DUTIES: customer service, sales, meeting goals, following policies and procedures, preparing the banking center for audits, coaching associates, preparing for management		
REASON FOR LEAVING: Currently employed, seeking better opportunities		
DATES: From: 7/2009 To: 3/2010	EMPLOYER: Bath and Body Works	POSITION TITLE: Sales Lead
ADDRESS: (Street, City, State, Zip Code) 7201 Two Notch Rd, Columbia, South Carolina 29223		COMPANY URL:
PHONE NUMBER: (803) 736-7727	SUPERVISOR: Melanie Robbilar - Store Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Managing employees by coaching, training, performing observations, visuals manager, scheduling floor sets and maintaining		
REASON FOR LEAVING: Opportunity at Bank of America		
DATES: From: 11/2008 To: 7/2009	EMPLOYER: Victoria's Secret	POSITION TITLE: Cash Wrap Lead/Sales Associate

ADDRESS: (Street, City, State, Zip Code) 100 Columbiana Dr, Columbia, South Carolina 29210		COMPANY URL:
PHONE NUMBER: (803) 732-4676	SUPERVISOR: Valeria Shiver - Store Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: customer service, excelling at credit card goals, acting as leading cashier		
REASON FOR LEAVING: Promotion to sister company		
DATES: From: 5/2008 To: 8/2008	EMPLOYER: Nordstrom	POSITION TITLE: Intern
ADDRESS: (Street, City, State, Zip Code) 9563 South Blvd, Charlotte, North Carolina 28263		COMPANY URL:
PHONE NUMBER: (704) 442-6000	SUPERVISOR: Kris Lacey - HR Manager/Intern Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: customer service, learning nature of business, shadowing department manager, only intern awarded customer service award		
REASON FOR LEAVING: Internship ended		
DATES: From: 4/2006 To: 5/2008	EMPLOYER: Express	POSITION TITLE: Fashion Expert
ADDRESS: (Street, City, State, Zip Code) 100 Columbiana Dr, Columbia, South Carolina 29210		COMPANY URL:
PHONE NUMBER: (803) 732-1083	SUPERVISOR: Amy Collins - Store Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: customer service, excelling in goals, achieving credit card goals		
REASON FOR LEAVING: Internship for school		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

##### OFFICE SKILLS:

Typing: 60

Data Entry: 300

##### OTHER SKILLS:

Excell, Office, Word - Expert - 6 years and 0 months

##### LANGUAGE(S):

#### ADDITIONAL INFORMATION

##### Personal

I am a highly motivated individual who brings quite a bit to the table. You only have to tell me something once. I am passionate about what I do and you can guarantee that I will work hard each day.

#### REFERENCES

REFERENCE TYPE: Personal	NAME: Bruce Caldwell	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (864) 325-9971
REFERENCE TYPE: Personal	NAME: Caroline Lawson	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (864) 354-5438
REFERENCE TYPE: Personal	NAME: Jordan Newman	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 378-8944

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Jane Lee Anderson School District 1 mother
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Caroline Lawson 864.354.5438  
Lauren Quick 803.606.5379
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Erin E Lee on 4/16/14 6:29 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Lorick, David  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/18/14 9:05 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Lorick, David		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 212 Bassett Loop, Columbia, South Carolina 29229		
HOME PHONE: (803) 960-5911	ALTERNATE PHONE:	EMAIL ADDRESS: lorickd2@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 011497162	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	
OBJECTIVE: To obtain a position within a company that would allow me to utilize my skills gained from previous employment and education.	

## EDUCATION

DATES: From: 1/2012 To: 6/2014	SCHOOL NAME: Southern New Hampshire University	
LOCATION: (City, State) Manchester, New Hampshire	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master of Science in Accounting	UNITS COMPLETED: 33 - Semester	
DATES: From: 8/2003 To: 5/2007	SCHOOL NAME: Winthrop University	
LOCATION: (City, State) Rock Hill, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Management	UNITS COMPLETED: 131 - Semester	

## WORK EXPERIENCE

DATES: From: 7/2010 To: Present	EMPLOYER: South Carolina Budget and Control Board/South Carolina Retirement Systems	POSITION TITLE: Accountant/Fiscal Analyst II
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Jennifer Dolder - Member Account Services Department Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: * Analyze salary histories and determine average final compensation for members. * Perform a large capacity of mathematical calculations with a required high degree of accuracy. * Prioritize and complete a large volume of work with close attention to detail. * Contact employers to determine further details within pay histories that are forwarded to department.		
REASON FOR LEAVING:		
DATES: From: 10/2008 To: 7/2010	EMPLOYER: Wachovia	POSITION TITLE: Teller/Lead Teller/Service Captain

ADDRESS: (Street, City, State, Zip Code) 3500 Forest Dr., Columbia, South Carolina 29204		COMPANY URL:
PHONE NUMBER: (803) 782-6221	SUPERVISOR: William Groundhoefer - Financial Center Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,124.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <sup>2</sup> As vault teller, balance money vault for entire branch. <sup>2</sup> Complete all customer transactions accurately and efficiently through excellent customer service <sup>2</sup> Resolve customer needs beyond the immediate transaction through in depth research and financial knowledge. <sup>2</sup> Solve customer problems through knowledge of products and financial functions. <sup>2</sup> Perform all teller functions such as: ATM servicing, drive thru teller, and night drop depository. <sup>2</sup> Accurately verify all monetary transactions and balancing all cash drawers on an everyday basis. <sup>2</sup> Complete goals such as: transaction quality and efficiency, customer relations, customer education, and teamwork.		
REASON FOR LEAVING:		
DATES: From: 4/2008 To: 8/2008	EMPLOYER: Wells Fargo (Temporary Employee)	POSITION TITLE: Advanced Collector 1 (Contract Employee)
ADDRESS: (Street, City, State, Zip Code) 3474 Stateview Blvd., Fort Mill, South Carolina 29715		COMPANY URL: www.wellsfargo.com
PHONE NUMBER: (803) 396-6972	SUPERVISOR: Kelvin Murray - Collections Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <sup>2</sup> Examined files, financials and hardships within investor guidelines, to approve or deny workout options. <sup>2</sup> Reviewed residential loans for alternative financial options, prior to foreclosure status. <sup>2</sup> Attempted to collect debts from delinquent mortgage borrowers, and offer alternative workout options. <sup>2</sup> Eliminated, rescheduled, and repackaged debt or payments on delinquent accounts. <sup>2</sup> Contacted Lawyers offices to gather reinstatement, payoff, and outstanding balances on residential loans. <sup>2</sup> Utilized an auto-dial or direct dial system to initiate customer contact and determined reason for delinquency. <sup>2</sup> Evaluated customers' financial situations and negotiated for full payment or created terms for repayment. <sup>2</sup> Assisted delinquent customers with setting up workout options to help retain their property. <sup>2</sup> Appointed to assist on special Loss Mitigation projects such as loan modifications and foreclosure suspense's.		
REASON FOR LEAVING: Contract Employment		
DATES: From: 5/2007 To: 4/2008	EMPLOYER: Walgreens	POSITION TITLE: Assistant Manager
ADDRESS: (Street, City, State, Zip Code) Rock Hill, South Carolina 29733		COMPANY URL: www.walgreens.com
PHONE NUMBER: (803) 980-1320	SUPERVISOR: - Store Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 44	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <sup>2</sup> Assist store manager in completing duties such as management, inventory, and maintenance. <sup>2</sup> Supervise and delegate tasks to a team that consist of ten or more employees. <sup>2</sup> File and organize paperwork for store manager to review such as cash reports and vendor receipts. <sup>2</sup> Close and countdown all registers so that the store remains at a stable financial condition.		
REASON FOR LEAVING: Offered Better Employment Opportunity		
DATES: From: 6/2005 To: 1/2006	EMPLOYER: Richardson & Plowden Law	POSITION TITLE: Lawyer Assistant
ADDRESS: (Street, City, State, Zip Code) 1600 Marion St., Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 741-1400	SUPERVISOR: John Gregory	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <sup>2</sup> Act as a courier for lawyers, through delivering confidential packages to courthouses, law firms, and post offices. <sup>2</sup> Stock files for ongoing cases and assisted lawyers, as well as clients, in locating these files. <sup>2</sup> File and organize paperwork for lawyers to review with clients. <sup>2</sup> Deposit large monetary amounts for all lawyer accounts at local surrounding banks.		
REASON FOR LEAVING: Enrolled in school at Winthrop University located in Rock Hill, SC		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

**OFFICE SKILLS:**

Typing: 50

Data Entry: 0

**OTHER SKILLS:**

Microsoft Applications: Word, Excel, Access, Power - Skilled - 10 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION**

Professional Associations

Alpha Phi Alpha Fraternity, Inc.

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

Andrew Williams

**POSITION:**

Head Varsity Basketball Coach

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

**PHONE NUMBER:**

(864) 933-4722

**REFERENCE TYPE:**

Professional

**NAME:**

Sharese Mardis

**POSITION:**

Accountant/Fiscal Analyst II

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

**PHONE NUMBER:**

(803) 737-6953

**REFERENCE TYPE:**

Professional

**NAME:**

Antonie Gray

**POSITION:**

Branch Manager

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

**PHONE NUMBER:**

(803) 984-7367

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SC Peba (Public Employee Benefit Authority)  
Division: SC Retirement Systems
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Colie L. Lorick, Jr., Attorney Generals Office, Uncle
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Sharese Mardis  
202 Arbor Lake Dr.  
Columbia, SC 29223  
803-737-6953  
  
David McEachern  
202 Arbor Lake Dr.  
Columbia, SC 29223  
803-737-6817
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by David Lorick on 4/18/14 9:05 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

McGrier, Barbara  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 1:53 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) McGrier, Barbara		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 5 Melissa Ct., Aiken, South Carolina 29803		
HOME PHONE: (803) 221-8277	ALTERNATE PHONE: (803) 221-8277	EMAIL ADDRESS: mcgrieraik@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$55,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To obtain a job as a qualified professional working for the State of SC.	

## EDUCATION

DATES: From: 8/1999 To: 12/2000	SCHOOL NAME: Nova Southeastern University	
LOCATION: (City, State) Ft. Lauderdale, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business	UNITS COMPLETED:	
DATES: From: 1/1995 To: 6/1999	SCHOOL NAME: Limestone College	
LOCATION: (City, State) Gaffney, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business/Computer Information Systems	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 2/2014 To: Present	EMPLOYER: HT Harris Income Tax Office	POSITION TITLE: Tax Consultant/Systems
ADDRESS: (Street, City, State, Zip Code) Aiken, South Carolina 29801		COMPANY URL:
PHONE NUMBER: 803-502-0149	SUPERVISOR: Minnie Nickerson - Office Mgr	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Prepares income tax return forms for individuals and small businesses: Reviews financial records, such as prior tax return forms, income statements, and documentation of expenditures to determine forms needed to prepare return.</li> <li>• Interviews client to obtain additional information on taxable income and deductible expenses and allowances.</li> <li>• Consults tax law handbooks or bulletins to determine procedure for preparation of atypical returns.</li> <li>• Occasionally verifies forms prepared by others to detect errors of arithmetic or procedure.</li> <li>• Calculates form preparation fee according to complexity of return and amount of time required to prepare forms.</li> <li>• Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.</li> <li>• In charge the office when needed to keep track of customer receipts and cash on hand and payroll.</li> <li>• Help the users to clear up system errors.</li> <li>• Transmit, audit &amp; trouble shoot the system, and run status reports.</li> </ul>		
REASON FOR LEAVING:		
DATES: From: 12/2011 To: 6/2013	EMPLOYER: Palmetto GBA/Kelly	POSITION TITLE: SENIOR ACCOUNTANT IV

ADDRESS: (Street, City, State, Zip Code) 17 Technology Circle, Columbia, South Carolina 29203		COMPANY URL:
PHONE NUMBER: (803) 237-7815	SUPERVISOR: Kenneth Lewis - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,416.00/month	# OF EMPLOYEES SUPERVISED: 20
DUTIES: Project Leader / Accountant on special internal projects(supervised 20 +) for the CBIC group and also responsible for QAing contracts. Assisted in testing CBES financial software and provided feed back to help improve the software for the bidding process. Responsible for analyzing financial data, credit scores, contracts, and tax returns of companies to qualify businesses for contract awards. Performed group testing on new features added to the software tool used and also was part of the new features later added. Responsible for training/mentoring new accountants in the group and coordination of special projects-supplying the manpower when need. Per CMS directions -Responsible for recording, classifying, and summarizing financial transactions or events in accordance with generally accepted accounting principles. Interpret data for the purpose of determining past financial performance and/or to project a financial probability. Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles. Analyze financial transactions to ensure the proper recording of revenues to the general ledger. Research expenses and explain all cost and allocation variances.		
REASON FOR LEAVING: Contract ended		
DATES: From: 9/2006 To: 9/2010	EMPLOYER: DSIT/CIO	POSITION TITLE: ACCOUNTANT/FISCAL ANALYST III/SENIOR PROJECT/COST/ACCOUNTING/FIN REPORTING
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Earle Walden - CFO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$4,159.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: SAP,/GRANTS/AP/AR/PROCUREMENT, COST, PROJECTS, MEMBER OF FINANCIAL MANAGEMENT COMMITTEE, ACCOUNTING, FINANCIAL AND; COST ANALYSIS, CONTRACTS, SHAREPOINT, INTERNAL DATABASE ADMINISTRATOR(ACCESS-INTERNAL DATABASE FOR ALLOCATIONS), AND RUBY ADMINISTRATOR(ALLOCATIONS)		
REASON FOR LEAVING: NEW JOB VENTURE		
DATES: From: 7/1990 To: 7/2005	EMPLOYER: Bechtel SRS	POSITION TITLE: Project Controls Specialist/Planner-Scheduler
ADDRESS: (Street, City, State, Zip Code) Aiken, South Carolina 29803		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Terry Luton/Steve Shore - IT Mgr/Project Controls Mgr	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Database-Access-Cost/Budget/Forecasting/Quantity Tracking/Variance Analysis, Manual vouchering, Accruals, General Ledger-corrections, Earned Value, Scheduling, Mainframe data, etc.		
REASON FOR LEAVING: Downsizing		

#### CERTIFICATES AND LICENSES

TYPE: EARNED VALUE MANAGEMENT/PLANNING & SCHEDULING	
LICENSE NUMBER:	ISSUING AGENCY: SRS-AUGUSTA STATE UNIVERSITY
TYPE: ITIL PROCESS	
LICENSE NUMBER:	ISSUING AGENCY: ITIL

#### Skills

OFFICE SKILLS: Typing: 60 Data Entry: 0
OTHER SKILLS: SharePoint - Skilled - 3 years and 0 months Word, Excel, Access-Database-Data Warehouse, Power - Skilled - 11 years and 0 months SAP - Skilled - 2 years and 1 months Project Management - Skilled - 15 years and 0 months

LANGUAGE(S):

## ADDITIONAL INFORMATION

## Honors &amp; Awards

Silver Star Award (1999), BecShare Award (2005), &amp; an APEX Award (2007)

## Professional Memberships

AACE - Association for the Advancement of Cost

## Engineering

## Professional Memberships

National Association of Tax Professionals

## Interests &amp; Activities

I have worked with the United Way and have served as a Coordinator and Chairperson for the Celebration on the SRS Site Committee.

I have worked with the Toys for Tots @ SRS and have raised money to buy toys for kids for Christmas.

Served as Chair person working with Angel Tree/DSIT for DSS Kids Program in Columbia, SC

Served as Chair person working with Angel Tree/Palmetto GBA CBIC Accounting Group - for DSS Foster Kids Program in Columbia, SC

## REFERENCES

## REFERENCE TYPE:

Professional

## NAME:

Donald Thomas

## POSITION:

CPA, Retired from the State of SC

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

## PHONE NUMBER:

(803) 269-2610

## REFERENCE TYPE:

Professional

## NAME:

Malethia Brown

## POSITION:

Admin Mgr

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

mlbplaysmusic@comcast.net

## PHONE NUMBER:

(803) 557-4798

## REFERENCE TYPE:

Professional

## NAME:

Dr. Jim Bryant

## POSITION:

Chief Technology Officer

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

dr.jimbryant@gmail.com

## PHONE NUMBER:

(803) 315-8893

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Dr. Jim Bryant 803-315-8893  
Donald Thomas 803-269-2610
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Barbara McGrier on 4/16/14 1: 53 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Meggett, William A  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 8:39 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Meggett, William A		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 105 Foxberry Court, Orangeburg, South Carolina 29118		
HOME PHONE: (843) 343-9249	ALTERNATE PHONE: (843) 723-2106	EMAIL ADDRESS: wbmegg@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 100086939	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$16.82 per hour; \$35,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: To obtain a position within this prestigious establishment whereas my strengths can be used as an asset in efforts of creating the desired results while helping to build upon this company's rich legacy.	

## EDUCATION

DATES: From: 8/2011 To: Present	SCHOOL NAME: Strayer University	
LOCATION: (City, State) Charleston, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Master Business Administration		UNITS COMPLETED: 3 - Quarter
DATES: From: 8/2005 To: 12/2010	SCHOOL NAME: South Carolina State University	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelors of Science in Accounting		UNITS COMPLETED: 125 - Semester
DATES: From: 8/2001 To: 5/2005	SCHOOL NAME: James Island Charter High School	
LOCATION: (City, State) Charleston, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 12/2013 To: Present	EMPLOYER: South Carolina Department of Corrections	POSITION TITLE: Inventory Control Manager
ADDRESS: (Street, City, State, Zip Code) 4530 Broad River Rd, Columbia, South Carolina 29210		COMPANY URL: <a href="http://www.doc.sc.gov/pubweb/">http://www.doc.sc.gov/pubweb/</a>
PHONE NUMBER: 8038968560	SUPERVISOR: Kathleen Epting - Warden Administrative Assistant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,600.00/month	# OF EMPLOYEES SUPERVISED: 100
DUTIES: * Responsible for all fixed assets assigned to the institution. (Acquisition amount: over \$3 million) * Accountable for reconciling fixed assets report, while maintaining records of all fixed assets movement. * Preparing proper documentation for disposal of fixed assets. * Being able to appropriately budget State funds * Responsible for overall management and supervision of the Barbershop, Canteen, Commissary, and Laundry Department. * Conduct interviews, hire, train, and supervise all individuals working in these departments. * Ensure that sanitation and security procedures are followed as specified in policy. * Being able to develop an effective and accurate forecasting strategy		

\*Responsible for creating purchase orders and requisitions through various vendors.  
 \*Duties also include: ordering, receiving, and properly securing all items received into the Institution in a timely manner, while being able to implement an efficient and precise method of distribution.  
 \*Responsible for reporting any Hidden or Shipping Variances to Warehouse Manager.  
 \*Responsible for conducting daily, monthly, and annual inventories  
 \*Ensure that all commissary and canteen receipts, issue records and reports are properly document and maintained to ensure accuracy of the Institutions perpetual inventory system.  
 \*Ensures price accuracy of all items sold while making adjustments to price changes or refunds if needed.  
 \*Responsible for updating General Ledger  
 \*Supervise over 100+ inmates at any given time, making sure that they are in adheres to South Carolina Department of Corrections policies and procedures.

**REASON FOR LEAVING:**

Still currently employed

<b>DATES:</b> From: 8/2011 To: 12/2013	<b>EMPLOYER:</b> Sterling Jewelers/Kay Jewelers	<b>POSITION TITLE:</b> Assistant Store Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 2390 Chestnut St, Orangeburg, South Carolina 29115		<b>COMPANY URL:</b> <a href="http://sterlingjewelers.com/">http://sterlingjewelers.com/</a>
<b>PHONE NUMBER:</b> (803) 534-5953	<b>SUPERVISOR:</b> Janice Franklin - Store Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 45	<b>SALARY:</b> \$3,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 10

**DUTIES:**

\*As an Assistant Manager my main objective is ensuring customer satisfaction while exceeding all sales and performance standards as well as:  
 \*Maintain and achieve a high level of the store's monthly quota in personal sales; assists in maintaining daily focus among all associates on standards achievements; assists in enforcing all policies and procedures to assure store's profit, the control of mark downs, store expenses and repair department.  
 \*Assist the Store Manager in sales training/meetings as well as in the recruiting and selection of personnel, conduct interviews and screen applicants; and resolve any customer issues in an efficient and courteous manner.  
 \*Entrusted to count thousands of valuable pieces of precious metals daily for perpetual inventory management, budgeting, auditing and accounting purposes.  
 \*Interact with creditors in efforts to offer customers special in-house financing, develop various payment options for customers with financial difficulties, work hands on with creditors to confirm payment made, payment cancellations, and inquire about credit line increase on behalf of the customers.  
 \*Updating General Ledger information to ensure the accuracy of all transactions processed as well as preparing bank reconciliation statements.

I am also a Certified Diamontolgist through the Diamond Council of America. I have also received several monthly standard awards from Sterling Inc. for meeting/exceeding all required sale standards for each month/year. (B Volume Entity)

**REASON FOR LEAVING:**

I began working with South Carolina Department of Corrections.

<b>DATES:</b> From: 3/2005 To: 9/2011	<b>EMPLOYER:</b> Moes South West Grill	<b>POSITION TITLE:</b> Assitant Store Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1812 Sam Rittenberg Blvd, Charleston, South Carolina 29407		<b>COMPANY URL:</b> Moes.com
<b>PHONE NUMBER:</b> (843) 225-6637	<b>SUPERVISOR:</b> Mark Poulin - General Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 45	<b>SALARY:</b> \$2,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 20

**DUTIES:**

As an Assistant Manager my duties included but were not limited to:  
 \*Supervising a staff of 7-12 individuals daily, ensuring that proper protocol were properly met for external customer service.  
 \*Interacted with customers gaining feedback in regards to their experience, as well as attending to all customer/employees care and concerns.  
 \*Facilitated meetings with distribution vendors; conducted interviews with potential employees; train and developed new staff members; generated weekly work schedules, and submitted labor and payroll reports.  
 \*Maintaining General Ledger while making administrative decisions based upon those reporting; created and prepared nightly financial reports along with bank reconciliation statements; I also made weekly accounting journal entries into automated systems while maintaining memoranda accounting records and spreadsheets periodically throughout the week. (C Volume Entity)

**REASON FOR LEAVING:**

Outgrown the company (starting working there when I was 17). I felt as though the Food and Beverage Industry was hindering my professional career moving forward in the business/sales sector.

**CERTIFICATES AND LICENSES**

<b>TYPE:</b> Certified Correctional Officer	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> South Carolina Department of Corrections
<b>TYPE:</b> Certified Diamontologist	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> Diamond Council of America

**Skills**

OFFICE SKILLS: Typing: 64 Data Entry: 0
OTHER SKILLS:
LANGUAGE(S):

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Will Oriani	POSITION: Franchise Owner of 8 Moe's Southwest Grill, 2 Your Pie Pizza, and 2 Yobe Yogurts establishments
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (843) 478-0926
REFERENCE TYPE: Personal	NAME: Myra Meggett	POSITION: Pastor of Greater Bethel AME Church
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (843) 276-8865
REFERENCE TYPE: Professional	NAME: Chris Green	POSITION: Co-worker; Program Coordinator Job Corp Services in Bamberg, SC
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 378-6556
REFERENCE TYPE: Professional	NAME: Janice Franklin	POSITION: Store Manager @ Kay Jewelers (6yrs)
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 534-5953
REFERENCE TYPE: Professional	NAME: Kathleen Epting	POSITION: Warden Administrative Assistant, Campbell PRC
ADDRESS: (Street, City, State, Zip Code) 4530 Broad River Rd, Columbia, South Carolina 29210		
EMAIL ADDRESS:		PHONE NUMBER: 8038968560

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Department of Corrections
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Janice Franklin  
Store Manager, Kay Jewelers  
2390 Chestnut St  
Orangeburg, SC 29115  
803 534-5953  
  
Kathleen Epting  
Administrative Assistant, Campbell Pre-Release Center  
4530 Broad River Rd  
803 896-8560
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by William A Meggett on 4/15/14 8:39 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Miller, Cathy L  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 8:42 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Miller, Cathy L		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 206 Gentry Run, Greenwood, South Carolina 29649		
HOME PHONE: (864) 229-4854	ALTERNATE PHONE: (864) 941-0284	EMAIL ADDRESS: calamiller@outlook.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 004492470	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: to apply 30+ years of financial experience in value added role	

## EDUCATION

DATES: From: 9/1988 To: 6/1991	SCHOOL NAME: University of SC	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Administration	UNITS COMPLETED: 54 - Semester	
DATES: From: 9/1978 To: 12/1981	SCHOOL NAME: University of SC	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Mathematics/statistics	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2012 To: 12/2013	EMPLOYER: Aaron Industries	POSITION TITLE: Corporate Controller
ADDRESS: (Street, City, State, Zip Code) Clinton, South Carolina 29325		COMPANY URL:
PHONE NUMBER: (864) 833-0178	SUPERVISOR: David Meek - CFO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 60	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Responsible for all Financial reporting for 2 US manufacturing sites including P&L, BS, cash flow, budget variances....Also leading many process improvement initiatives in the finance and operations.		
REASON FOR LEAVING: company was purchased by another firm with headquarters in NY. Job eliminated		
DATES: From: 4/2005 To: 5/2012	EMPLOYER: Capsugel	POSITION TITLE: Director Finance Americas Region
ADDRESS: (Street, City, State, Zip Code) 535 N Emerald Road, Greenwood, South Carolina 29646		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 70	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 10

DUTIES: responsible for overall financial reporting for the sales and operations sites in North and South America		
REASON FOR LEAVING: work hours - no work life balance		
DATES: From: 1/2001 To: 4/2005	EMPLOYER: Wesley Commons - non profit Continuing Care Retirement Community	POSITION TITLE: Controller/CFO
ADDRESS: (Street, City, State, Zip Code) Greenwood, South Carolina 29646		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: - CEO	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: overall financial reporting for this continuing care retirement community - reported to CEO , Board of Directors, and Investors		
REASON FOR LEAVING: not challenging		
DATES: From: 9/1989 To: 1/2001	EMPLOYER: Fuji Photo Film	POSITION TITLE: Cost accountant...to Division controller
ADDRESS: (Street, City, State, Zip Code) Greenwood, South Carolina 29649		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: - Director Finance	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 4
DUTIES: overall financial reporting, costing, inventory control for 3 manufacturing sites		
REASON FOR LEAVING: left for broader role in a non profit organization		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
Additional Information 30+ years financial budgeting, reporting, analysis experience. Diverse background also includes management of Customer Service, Production Planning, Sales/marketing and Development in manufacturing and health care fields.

REFERENCES		
REFERENCE TYPE: Professional	NAME: Richard Ball	POSITION: COO - Aaron industries
ADDRESS: (Street, City, State, Zip Code) Greenwood, South Carolina 29649		
EMAIL ADDRESS: richard_ball@outlook.com		PHONE NUMBER: 864 388 0939

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Nancy Marion  
Trail Road  
Iva, SC  
864 296 2790  
  
Jean Martin  
220 Kingston road  
Greenwood, SC 29649  
864-223-5436
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Cathy L Miller on 4/16/14 8:42 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

MOORE, ROBERT D  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 1:56 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) MOORE, ROBERT D		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 4501 BENTLEY DR, COLUMBIA, South Carolina 29210		
HOME PHONE: 803-735-5660	ALTERNATE PHONE: 803-735-5660	EMAIL ADDRESS: ROBMOORE10705@GMAIL.COM
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 100799221	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$15.00 per hour; \$45,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary, Seasonal, Internship	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: To obtain a position or career utilizing my education and experience in Business Administration	

## EDUCATION

DATES: From: 8/2006 To: 5/2012	SCHOOL NAME: MORRIS COLLEGE	
LOCATION: (City, State) SUMTER, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: BUSINESS ADMINISTRATION	UNITS COMPLETED: 154 - Semester	

## WORK EXPERIENCE

DATES: From: 9/2012 To: Present	EMPLOYER: GRR(GIANT RESOURCE RECOVERY)	POSITION TITLE: TECH RECEIVER
ADDRESS: (Street, City, State, Zip Code) 755 INDUSTRIAL RD, SUMTER, South Carolina 29150		COMPANY URL:
PHONE NUMBER: 803-773-1400	SUPERVISOR: SHAWN DOLYN WILLIAMS - MANAGER	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,700.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Data entry</li> <li>• Manage office</li> <li>• Answer phone</li> <li>• Weigh in trucks</li> <li>• Watch Surveillance Cameras</li> <li>• Sign &amp; Scan paper work</li> </ul>		
REASON FOR LEAVING:		
DATES: From: 8/2012 To: 9/2012	EMPLOYER: Carolina Furniture	POSITION TITLE: Packaging/Assembly line/Machine operator
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Pack furniture</li> <li>• Work on assembly line</li> <li>• Operate machine</li> <li>• Keep area clean</li> </ul>		



REASON FOR LEAVING: RECEIVE A BETTER JOB		
DATES: From: 8/2012 To: 9/2012	EMPLOYER: Sumter Packaging	POSITION TITLE: Packaging/ Machine operator
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Handling packages</li> <li>• Building boxes</li> <li>• Operating machines</li> <li>• Stocking warehouse</li> <li>• Keep area clean</li> </ul>		
REASON FOR LEAVING: RECEIVE A BETTER JOB		
DATES: From: 12/2006 To: 4/2011	EMPLOYER: Jackson Hewitt	POSITION TITLE: ASST. MANAGER
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 3
DUTIES: <ul style="list-style-type: none"> <li>• Assistant manager from 12/09-04/11</li> <li>• Sell product or service</li> <li>• Conduct training for personnel</li> <li>• Fill out business or government forms</li> <li>• Maintain records, reports, or files</li> <li>• Make decision</li> <li>• Assist customers with tax issues</li> <li>• Obtain information from individuals</li> <li>• Provide customer service</li> <li>• Take messages</li> <li>• Maintain telephone logs</li> <li>• Resolve customer or public complaints</li> <li>• Collect deposit or payments</li> <li>• Prepare customers taxes</li> <li>• Data entry</li> <li>• Manage office when manager leaves the office</li> <li>• Answer phones, keep office clean, organize paper work</li> <li>• Public Relations</li> </ul>		
REASON FOR LEAVING: TAX SEASON HAD ENDED IN APRIL, THEN THE COMPANY I WAS WORKING FOR CLOSED THEIR BUSINESS IN THAT AREA		
DATES: From: 5/2007 To: 8/2008	EMPLOYER: Hibbett Sports	POSITION TITLE: Sales Associate/Stocker
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Greet customers as they entered the store</li> <li>• Assist customers with purchasing items</li> <li>• Replenish shelves with merchandise when empty</li> <li>• Unload truck</li> </ul>		
REASON FOR LEAVING: HAD TO RETURN TO COLLEGE		
DATES: From: 5/2007 To: 8/2008	EMPLOYER: DEPUTY DOGS	POSITION TITLE: Cashier/Cook
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Run the cash register</li> <li>• Cook food orders</li> <li>• Greet customers</li> <li>• Customer Service</li> </ul>		
REASON FOR LEAVING: HAD TO RETURN TO COLLEGE		

<b>CERTIFICATES AND LICENSES</b>
----------------------------------

Nothing Entered For This Section
----------------------------------

<b>Skills</b>
---------------

## OFFICE SKILLS:

Typing: 40

Data Entry: 40

## OTHER SKILLS:

## LANGUAGE(S):

<b>ADDITIONAL INFORMATION</b>
-------------------------------

## Additional Information

COURSE HIGHLIGHTS: Principles of Marketing, Introduction to Computers, Financial Accounting, Managerial Finance, Statistics , Human Resource Management, Voice and Speech, International Business Management, Management Information System, Operations Management, Managerial Accounting, Business law & ethics, College Algebra, Principles of Management, Economics , Business Communication, Business Research, Organizational Behavior, Business Policy, Programming for Recreation, General Psychology, Organizational Psychology, Basic Money Management

## Highlights of Qualifications

Proactive, Pragmatic, Honest, respectful, willing to learn, dedicated, Hard worker,  
Work independently or in groups, able to perform multiple tasks,  
Organized, self-motivated, energetic and will get the job done

Skills: Efficient in Microsoft Word, PowerPoint, and Excel, type 40wpm, great customer service skills and great interpersonal skills.

<b>REFERENCES</b>
-------------------

## REFERENCE TYPE:

Professional

## NAME:

ROBERT SELLERS

## POSITION:

SUPERVISOR

## ADDRESS: (Street, City, State, Zip Code)

## EMAIL ADDRESS:

## PHONE NUMBER:

803-773-1400 EXT. 213

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
SHAWN DOLYN WILLIAM SUMTER, SC 803-773-1400 EXT. 212  
  
ROBERT SELLERS SUMTER, SC 803-773-1400 EXT. 213
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by ROBERT D MOORE on 4/16/14 1:56 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Potts, Taz M  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 12:25 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Potts, Taz M		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 676 Youngblood Rd., Edgefield, South Carolina 29824		
HOME PHONE: (803) 384-1163	ALTERNATE PHONE: (803) 384-1163	EMAIL ADDRESS: tazpotts161@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 008418658	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$22.00 per hour; \$50,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends	
OBJECTIVE: To pursue a career opportunity with an organization that will allow me to grow, gain experience, and utilize my organizational and leadership skills.	

## EDUCATION

DATES: From: 8/2009 To: 6/2011	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State) Augusta, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR:		UNITS COMPLETED:
DATES: From: 12/2007 To: 3/2009	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State) Augusta, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Management		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 7/2009 To: Present	EMPLOYER: Edgefield County School District/Merriwether Middle School	POSITION TITLE: Secretary
ADDRESS: (Street, City, State, Zip Code) 430 Murrah Rd., North Augusta, South Carolina 29860		COMPANY URL:
PHONE NUMBER: (803) 279-2511	SUPERVISOR: KEVIN BUTLER - Principal	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,210.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: • Answer telephone, greet and direct visitors • Assist Administrative Assistant and Principal as needed • Check attendance daily		
REASON FOR LEAVING: Administrative Changes		
DATES: From: 2/2014 To: Present	EMPLOYER: Saluda County Sheriffs Department	POSITION TITLE: Telecommunications
ADDRESS: (Street, City, State, Zip Code) 100 Law Enforcement Drive, Saluda, South Carolina 29138		COMPANY URL:
PHONE NUMBER: 864-445-2112	SUPERVISOR: Ashley Turner - Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$800.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Dispatch calls for emergencies, to all County, City, Police , Fire and Ambulance.		
REASON FOR LEAVING:		
DATES: From: 11/2007 To: 6/2009	EMPLOYER: Edgefield County School District	POSITION TITLE: Project Specialist
ADDRESS: (Street, City, State, Zip Code) 3 Par Drive Drive, Edgefield, South Carolina 29824		COMPANY URL:
PHONE NUMBER: (803) 275-4601	SUPERVISOR: Mary Rice-Crenshaw - Superintendent	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,310.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>•Managed the Title One Budget</li> <li>•Organize retrieval system of audit files</li> <li>•Prepared monthly expenditure reports</li> <li>•Ordered materials and equipment for schools/labs</li> <li>•Complete annual needs assessment</li> <li>•Assist with preparation of the Title I Project</li> <li>•Assist with completion of Annual Strategic Plan Update</li> <li>•Complete various reports required by the State Department</li> </ul>		
REASON FOR LEAVING: Budget downsize		
DATES: From: 8/1999 To: 12/2007	EMPLOYER: Saluda County School District	POSITION TITLE: ISS Facilitator/Secretary
ADDRESS: (Street, City, State, Zip Code) 404 N. Wise Rd., Saluda, South Carolina 29138		COMPANY URL:
PHONE NUMBER: 803-445-0311	SUPERVISOR: Sarah Lewis - Administrator Assistant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$1,200.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Supervised ISS. Maintained attendance for the High School and Middle School. <ul style="list-style-type: none"> <li>• Input attendance data for the school</li> <li>• Provide reports for the School District and for the State Department</li> <li>• Answer telephone, greet and direct visitors</li> <li>• Assist Principal, Assistant Principal as needed</li> <li>• Check attendance daily</li> <li>• Bookkeeping duties</li> </ul>		
REASON FOR LEAVING: Transferred to Edgefield County where I reside.		

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

## OFFICE SKILLS:

Typing: 40

Data Entry: 0

## OTHER SKILLS:

## LANGUAGE(S):

## ADDITIONAL INFORMATION

Nothing Entered For This Section

## REFERENCES

REFERENCE TYPE: Professional	NAME: Mary Crenshaw	POSITION: Former Superintendent
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803) 334-8578
REFERENCE TYPE: Professional	NAME: Virginia Burton	POSITION: Administrator for Detention Center
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: (803)637-5545
REFERENCE TYPE: Professional	NAME: Archie Hill	POSITION: Deputy
ADDRESS: (Street, City, State, Zip Code)		

EMAIL ADDRESS:	PHONE NUMBER: (803) 480-2279
----------------	---------------------------------

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
  
ARCHIE HILL  
200 RAILROAD AVE,  
EDGEFIELD, SC  
803-480-2279  
  
GLADYS MASON  
200 RAILROAD AVE,  
EDGEFIELD, SC 29824  
803-384-0310
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Taz M Potts on 4/16/14 12: 25 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Prioleau, Mable I  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 2:15 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Prioleau, Mable I		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 312 Park Springs Rd, Columbia, South Carolina 29223		
HOME PHONE: (803) 788-0054	ALTERNATE PHONE: (803) 319-8290	EMAIL ADDRESS: mablenab@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 004885445	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$72,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE:	

## EDUCATION

DATES: From: 9/1980 To: 5/1982	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Finance	UNITS COMPLETED:	
DATES: From: 9/1974 To: 12/1978	SCHOOL NAME: South Carolina State College	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2012 To: Present	EMPLOYER: South Carolina Treasurer's Office	POSITION TITLE: Program Manager I
ADDRESS: (Street, City, State, Zip Code) Wade Hampton Bldg, Columbia, South Carolina 29211		COMPANY URL:
PHONE NUMBER: (803) 734-2678	SUPERVISOR: Shakun Tahiliani	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$6,000.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Manage day to day activities performed by investment operations staff including the daily processing of investment transactions for all State investment portfolios. Review of daily investment transactions for reasonableness of data recorded in accounting records in accordance with accounting principles. Interact with local banks and safekeeping agents to ensure smooth and timely settlement of all transactions. Responsible for compiling and preparing financial reports on a monthly, quarterly and annual basis including the research, reconciliation and review of the portfolio balances and income figures to ensure the accuracy of the reports. Prepare and complete the Local Government Investment Pool financial statements. Act as liaison with Local Government Investment Pool participant auditors to assist in their requirements for external audits. Coordinate with auditors to assist in preparing financial data related to investment portfolios for statewide audits.		
REASON FOR LEAVING: Advance professional expertise in governmental accounting.		
DATES: From: 10/2006 To: 5/2012	EMPLOYER: Companion Property and Casualty Insurance Co	POSITION TITLE: Financial Reporting Manager



ADDRESS: (Street, City, State, Zip Code) 51 Clemson Rd, Columbia, South Carolina 29229		COMPANY URL:
PHONE NUMBER: (803) 622-7151	SUPERVISOR: Dinah Raven - Director Financial Reporting	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,000.00/month	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Managed external financial reporting function. This included preparation of annual financial statement and quarterly filings to various regulatory agencies. Prepared GAAP and Statutory audited financial statements for Company and four subsidiaries. Prepared and reviewed general ledger account reconciliations to insurance accounting system for financial statement preparation including reinsurance, fixed and equity investments, etc. Prepared internal financial statements for reporting to parent company. Coordinated preparation of forecast and budget process between subsidiary and parent company. Interacted with internal and external auditors regarding issues related to annual financial statement preparation.		
REASON FOR LEAVING: Impending company downsizing due to impact of the economy on property and casualty business.		
DATES: From: 12/2000 To: 10/2006	EMPLOYER: Companion Property and Casualty Ins Co	POSITION TITLE: Accountant Servicing Operations
ADDRESS: (Street, City, State, Zip Code) 51 Clemson Rd, Columbia, South Carolina 29229		COMPANY URL:
PHONE NUMBER: (803) 622-7151	SUPERVISOR: Dinah Raven - Finance Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Managed daily accounting and finance operations of assigned risk and third party administration business segment for filing reports to regulatory agencies and preparation of internal financial statements. Coordinated cash disbursement function for Company and subsidiaries including year-end information (1099) reporting. Reviewed and prepared journal entries and account reconciliations related to servicing operations segment including coordinating with Information Systems to ensure all financial reporting deadlines are met. Ensured compliance with the financial reporting requirements of various governing entities to assist with securing licensing for new business opportunities. Assisted in completion of budget and forecast for servicing operations.		
REASON FOR LEAVING: Promotion		
DATES: From: 6/1991 To: 6/2000	EMPLOYER: Wachovia Bank, N.A.	POSITION TITLE: Tax Department Manager
ADDRESS: (Street, City, State, Zip Code) Greystone Blvd, Columbia, South Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Charles Peterson - Senior Vice President	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$7,000.00/month	# OF EMPLOYEES SUPERVISED: 17
DUTIES: Coordinated compliance with trust tax filing requirements as directed by federal and state taxing authorities for South Carolina, Georgia, and Florida. Prepared trust, individual and various tax returns. Provided trust tax consultation for trust account officers. Developed policies and procedures. Coordinated installation of various tax and accounting software.		
REASON FOR LEAVING: Company outsourcing as a result of bank merger		
DATES: From: 7/1982 To: 8/1991	EMPLOYER: Bank of America	POSITION TITLE: Trust Tax Accountant
ADDRESS: (Street, City, State, Zip Code) Sumter St, Columbia, South Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Randy Jones - Trust Tax Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Prepared individual, corporate and trust tax returns.		
REASON FOR LEAVING: Advanced career opportunity		
DATES: From: 1/1979 To: 7/1980	EMPLOYER: Internal Revenue Service	POSITION TITLE: Internal Revenue Service Agent
ADDRESS: (Street, City, State, Zip Code) Spartanburg, South Carolina		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: James Mathis - Tax Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,600.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Audited individual and corporate income tax returns to ensure compliance with federal income tax laws and regulations		
REASON FOR LEAVING: Attend graduate school		

## CERTIFICATES AND LICENSES

TYPE: Certified Public Accountant	
LICENSE NUMBER: 2913	ISSUING AGENCY: State of South Carolina

**Skills**

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: insurance accounting, microsoft and tax applicatio - Skilled - 20 years and 0 months
LANGUAGE(S):

**ADDITIONAL INFORMATION**

Additional Information Excellent written, organizational and interpersonal skills.
---

**REFERENCES**

Nothing Entered For This Section

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SC Treasurer's Office
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Elizabeth Seymour  
3520 Birkdale Lake Ct  
Clemmons, NC 27012  
336-575-2674  
  
Dinah Raven  
3712 Greenleaf Rd  
Columbia, S.C. 29206  
803-622-7151
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Mable I Prioleau on 4/17/14 2:15 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Rice, Cathy P  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 1:58 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Rice, Cathy P		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 211 Stockport Road, Columbia, South Carolina 29229		
HOME PHONE: (803) 737-1952	ALTERNATE PHONE: (803) 865-0627	EMAIL ADDRESS: ricecp@scdot.org
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007622710	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$60,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Rotating	
OBJECTIVE: To pursue a management position where my skills and experiences may be used to advance the organization's goals and offer personal growth, challenge, and development.	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Southern Wesleyan University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Management	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 2/1995 To: Present	EMPLOYER: SC Department of Transportation	POSITION TITLE: Program Coordinator II
ADDRESS: (Street, City, State, Zip Code) 955 Park Street, Columbia, South Carolina 29202		COMPANY URL: scdot.org
PHONE NUMBER: (803) 737-1952	SUPERVISOR: Herb Cooper - Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$54,749.00/month	# OF EMPLOYEES SUPERVISED:

## DUTIES:

Administers the agency's statewide Transportation Enhancement Programs. Oversees budget and allocation of various Enhancement Programs of approximately \$9 million annually. Assists with project development to ensure accuracy and that projects are in compliance with all federal and state guidelines.

Provides administrative direction and support for a statewide federal enhancement program including reviewing eligibility and funding allocations. Interprets state and federal regulations to ensure continued program compliance. Assist in developing and maintaining program related policies, procedures, manuals as mandated by federal and state regulations.

Provides assistance in the management and oversight of the Federal project development process for Transportation Enhancement projects administered by Local Public Agencies (LPA) and SCDOT, including environmental, planning, reviewing, scoring, and project budgeting.

Performs and/or coordinates projects including programming funds, monitoring, requests for reimbursement, procurement, and any adjustments. Monitors federal and other grant expenditures. Collects and analyzes information to ensure accuracy, prepares Request for Payments in a timely and accurate manner. Develops and monitors funding budgets for compliance with federal grant requirements, as well as other grants requirements.

Responsible for coordinating progress of enhancement projects to include, initiating the annual application cycle, preparation and distribution of materials, and conducting regional and statewide workshops as necessary. Confer with others involved with projects, and review reports to ensure that development is progressing according to schedule and within policy and guidelines.

Initiates and monitors contract documents and maintains a tracking system of relevant data to assist in the evaluation of the agency's highway enhancement efforts. Prepares business letters and typed correspondence.

Assists with the financial review audits of the compliance, operations, contracts, and grants. Determines the financial status, accuracy of date, efficiency and compliance with State and Federal regulations. Analyzes contracts, files, invoices, reports, billings and expenditures to ensure the County Transportation Committees are following proper guidelines for the use of C Funds for self-administered projects.

Personal Computer experience including Microsoft office, access, and excel.

Previously directed and managed the Agency's statewide Transportation Enhancement Programs. Managed all employees and functions in the Enhancement Program Unit, identified and resolved program issues, implemented processes and reviewed program contracts. Directed day-to-day operations and activities, delegated responsibilities appropriately. Served as direct supervisor for three (3) program coordinators and one (1) administrative assistant. Answered technical and complex questions regarding federal and state laws and procedures for employees and customers.

Established priorities and work schedules for staff. Assigned work and provided technical direction. Observed work in progress to anticipate and resolve problems; reassigned employees and coordinated work to maintain progress and to meet schedules. Determined training needs for current and new employees regarding federal and state procedures.

Evaluated employees work performance and conduct counseling, when necessary. Assisted management in setting performance standards. Counseled and prepared employees performance appraisals. Investigated and resolved employee's complaints. Handled confidential human resources information and/or actions pertaining to personnel matters to include approval of leave; initiating requests for personnel actions and formal training.

**REASON FOR LEAVING:**

Still Presently with SCDOT

**CERTIFICATES AND LICENSES**

**TYPE:**

Associates Public Manager Certificate (APM)

**LICENSE NUMBER:**

**ISSUING AGENCY:**

SC Budget and Control Board

**Skills**

**OFFICE SKILLS:**

Typing: 60

Data Entry: 0

**OTHER SKILLS:**

Computer - Microsoft word, excel, access, powerpoi - Skilled - 16 years and 0 months

**LANGUAGE(S):**

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

**REFERENCE TYPE:**

Professional

**NAME:**

Vivian Patterson

**POSITION:**

Director (SCDOT)

**ADDRESS: (Street, City, State, Zip Code)**

2313 Sea Gull Lane, Columbia, South Carolina 29203

**EMAIL ADDRESS:**

**PHONE NUMBER:**

(803) 754-6995

**REFERENCE TYPE:**

Personal

**NAME:**

Victoria Lewis

**POSITION:**

Executive Assistant (SCPRT)

**ADDRESS: (Street, City, State, Zip Code)**

508 Greensprings Road, Columbia, South Carolina 29223

**EMAIL ADDRESS:**

**PHONE NUMBER:**

(803) 734-0166

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SC Department of Transportation
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Vivian Patterson  
803-737-1955  
  
Victoria Lewis  
803-447-5837
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Cathy P Rice on 4/16/14 1: 58 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Risinger, Lynne C  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 7:07 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID # : 38705
NAME: (Last, First, Middle) Risinger, Lynne C		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 320 Bagford Court, Lexington, South Carolina 29072		
HOME PHONE: (803) 957-4756	ALTERNATE PHONE: (803) 920-2027	EMAIL ADDRESS: crisinger@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 008220793	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE: To find a position which will allow me to grow professionally.	

## EDUCATION

DATES: From: 9/1987 To: 5/1990	SCHOOL NAME: Limestone College	
LOCATION: (City, State) Gaffney, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration and Management/Accounting	UNITS COMPLETED: 122 - Semester	

## WORK EXPERIENCE

DATES: From: 9/2011 To: Present	EMPLOYER: State Housing Finance and Development Authority	POSITION TITLE: Grants and Operations Accountant
ADDRESS: (Street, City, State, Zip Code) 300-C Outlet Pointe Boulevard, Columbia, South Carolina 29210		COMPANY URL:
PHONE NUMBER: (803) 896-9284	SUPERVISOR: Jay Wise - Fiscal Manager I	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$5,056.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: I am responsible for preparing and entering transactions into the general ledger and reconciling all general ledger accounts associated with the SC Housing and Employment Lending Program (SC HELP). I am responsible for the disbursements for the program for all servicers related to the SC HELP program via an ACH or check through the Bank of New York Mellon. I prepare the paperwork for the federal draws as related to SC HELP. I run monthly reports to reimburse administrative costs from the program to the State Housing Finance and Development Authority. I am also responsible for analyzing and preparing financial statements and other financial data to the administration of the program, as needed. I also reconcile the SC HELP payments monthly, quarterly and yearly to the program area's records to ensure that the payments are accurately accounted for to U. S. Treasury.		
REASON FOR LEAVING: I am looking for a position that will allow me to grow professionally. Even though I have learned much in my current job, the opportunity for additional growth in my department is not available.		
DATES: From: 7/2008 To: 9/2011	EMPLOYER: South Carolina Budget & Control Board-Div of State IT	POSITION TITLE: Applications Analyst II
ADDRESS: (Street, City, State, Zip Code) 1628 Browning Road, Columbia, South Carolina 29210		COMPANY URL: sceis.sc.gov
PHONE NUMBER: (803) 734-0268	SUPERVISOR: Richard Wicker - Program Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$4,317.00/month	# OF EMPLOYEES SUPERVISED: 0

**DUTIES:**

I worked with the functional teams to define master and derived security roles using SAP tools to create and maintain these roles. I worked with the deployment team to ensure that roles are appropriately assigned to the end users. I assisted the Help Desk staff in resolving security issues. I also created, maintained and deleted SAP users as needed and assisted in the design of new functionality as required by users.

**REASON FOR LEAVING:**

I wanted to get back into the accounting/auditing field.

<b>DATES:</b> From: 10/2006 To: 7/2008	<b>EMPLOYER:</b> South Carolina Budget & Control Board-Div of State IT	<b>POSITION TITLE:</b> Accountant/Fiscal Analyst III
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1628 Browning Road, Columbia, South Carolina 29210		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 734-0268	<b>SUPERVISOR:</b> Bruce Burnett - Program Manager II	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$4,317.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**

I assisted in preparing accounts payable blueprint designs for the new statewide accounting system. I provided current system procedures to consultants to configure the new system and tested configuration for accuracy and data availability. I assisted in developing business process procedures for new accounting processes associated with the SAP accounting system. I was the liaison for roles and security between the finance team and BASIS/Security team. I also worked temporarily in the assets management area during integration testing and assisted in preparing new master data structures in funds management.

**REASON FOR LEAVING:**

The security area within SCEIS needed additional assistance. My job duties were closely related to security and my position was transferred to the IT area.

<b>DATES:</b> From: 8/2006 To: 10/2006	<b>EMPLOYER:</b> South Carolina Department of Health and Human Services	<b>POSITION TITLE:</b> Auditor IV
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1801 Main Street, Columbia, South Carolina 29202		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 898-2782	<b>SUPERVISOR:</b> Glenn Holton - Audit Manager I	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$3,773.17/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

I conducted cost report audits submitted by state agencies which provide Medicaid services under contract with DHHS. I reviewed samples of reimbursement claims to determine if Medicaid is billed in accordance with DHHS policies. I verified sources of non-federal share of funds used to match Medicaid funds. I reviewed contracts to ensure all requirements are being met. I also developed audit programs, workpapers and audit reports.

**REASON FOR LEAVING:**

The diversity offered in the CIO position greatly interested me. I am looking for new challenges that will increase my knowledge and utilize my current skills.

<b>DATES:</b> From: 8/2005 To: 8/2006	<b>EMPLOYER:</b> South Carolina Department of Health and Human Services	<b>POSITION TITLE:</b> Auditor IV
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1813 Main Street, Columbia, South Carolina 29202		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 898-2782	<b>SUPERVISOR:</b> Debbie Strait - Audit Manager I	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$3,773.17/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

I performed desk reviews of annual cost reports for health centers, group homes and school districts to determine compliance with federal and state regulations and policies. I generated and processed cost settlements resulting from the reviewed cost reports. I reviewed proposed reimbursement rates/methodologies for new and on-going providers of Medicaid services. I provided technical assistance to provider personnel relating to cost report completion and interpretation of various regulations and policies. I provided technical assistance to agency personnel on reimbursement regulations and policies. I compiled data and performed financial analysis on reimbursement methodologies as needed for internal and external inquiries.

**REASON FOR LEAVING:**

I was given the opportunity to learn internal auditing as well as expand my knowledge of Medicaid.

<b>DATES:</b> From: 11/1997 To: 8/2005	<b>EMPLOYER:</b> South Carolina Department of Transportation	<b>POSITION TITLE:</b> Accountant/Fiscal Analyst III
<b>ADDRESS: (Street, City, State, Zip Code)</b> 955 Park Street, Columbia, South Carolina 29202		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 734-1672	<b>SUPERVISOR:</b> Steven Hayes - Accountant/Fiscal Analyst III	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$3,330.33/month	<b># OF EMPLOYEES SUPERVISED:</b>



**DUTIES:**

I updated all manual journal vouchers into the accounting system. I maintained and updated the general ledger description accounts table. I coordinated, maintained and supervised the reconciliation process between the SCDOT accounting system and SC Comptroller STARS accounting system. I prepared and supervised the preparation of various financial reports. I maintained and supervised the maintenance of accounting sub-systems for the C program. I also supervised the auditing of material pit leases and utility agreements, the cash receipts, billing and use tax areas. I was a member of the DOT interdisciplinary review team. This team performed cursory audits of various county transportation committee documents and procedures. I also made presentations and prepare detailed analysis as needed.

**REASON FOR LEAVING:**

I was given an opportunity to expand my financial and accounting background to include auditing.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION****Miscellaneous**

I have experience in Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft Access, Microsoft Money and the STARS Accounting System. I can use a 10 key adding machine by touch. I also have training on the SCEIS accounting system. Knowledge of RWD InfoPak. I also serve as a member of the President's Advisory Council for Limestone College.

**REFERENCES**

<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Diane Siegel	<b>POSITION:</b>
<b>ADDRESS: (Street, City, State, Zip Code)</b> P O Box 34, Wedgefield, South Carolina 29167		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> (803) 494-3379
<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Paula Smith	<b>POSITION:</b>
<b>ADDRESS: (Street, City, State, Zip Code)</b> 109 Ashbrook Court, Cynthiana, Kentucky 41031		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> (859) 913-2356

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
State Housing Authority
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Diane Siegel  
P O Box 34  
Wedgefield, SC 29167  
803-494-3379  
  
Paula Smith  
109 Ashbrook Court  
Cynthiana, KY 41031  
859-913-2356
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Lynne C Risinger on 4/17/14 7:07 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
Division of Human Resources 8301 Parklane Road, Suite A220  
Columbia, South Carolina 29223  
(803) 896-5300  
<http://www.jobs.sc.gov>

Ritter, Thomas W  
38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 10:18 AM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Ritter, Thomas W		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 101 Condor Route, Lexington, South Carolina 29073		
HOME PHONE: (803) 359-0857	ALTERNATE PHONE: (803) 719-1146	EMAIL ADDRESS: Tritterjr@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 002114922	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE:	

## EDUCATION

DATES: From: 9/1970 To: 5/1981	SCHOOL NAME: University Of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED: 130 - Semester	
DATES: From: 1/1968 To: 5/1970	SCHOOL NAME: Airport High School	
LOCATION: (City, State) West Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 10/2011 To: 7/2013	EMPLOYER: John de la Howe School	POSITION TITLE: Director of Finance and Business Operations
ADDRESS: (Street, City, State, Zip Code) 922 Gettys Road, McCormick, South Carolina 29835		COMPANY URL:
PHONE NUMBER: (803) 645-1418	SUPERVISOR: Herman Thompson - Principal	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$6,307.00/month	# OF EMPLOYEES SUPERVISED: 18
DUTIES: Responsible for all financial operations and reporting to include budgeting, cash management, internal and external financial reporting, accounts receivable, accounts payable, general ledger, fixed assets, procurement, etc. Additionally responsible for business operations of the school including building and grounds, vehicle maintenance, and cafeteria and laundry operations.		
REASON FOR LEAVING: Commuting from Lexington daily		
DATES: From: 11/2006 To: 10/2011	EMPLOYER: SC State Housing Authority	POSITION TITLE: Manager - Operational Accounting and Reporting
ADDRESS: (Street, City, State, Zip Code) 300-C Outlet Pointe Blvd, Columbia, South Carolina 29210		COMPANY URL:
PHONE NUMBER: (803) 896-9508	SUPERVISOR: Richard Hutto - Director of Finance	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$6,124.00/month	# OF EMPLOYEES SUPERVISED: 4

**DUTIES:**

As Manager of Operational Accounting and Reporting responsibilities included internal and external financial reporting (to include preparation of A133 audited financial statements), budgeting (and associated reporting), audit liaison for internal and external auditors, supervision of multiple earmarked, restricted and federal fund accounting activities including supervision of the agency general ledger, accounts receivable, accounts payable, fixed asset and payroll functions. Responsibilities also included serving as subject matter expert (SME) for the Authority's conversion to SAP in connection with the State of SC infrastructure upgrade initiative.

**REASON FOR LEAVING:**

Director position at John de la Howe School

<b>DATES:</b> From: 6/2004 To: 11/2006	<b>EMPLOYER:</b> SC Department of Transportation	<b>POSITION TITLE:</b> Internal Auditor
<b>ADDRESS: (Street, City, State, Zip Code)</b> 955 Park Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 737-4819	<b>SUPERVISOR:</b> Sherry Barton - Director of Internal Audit	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37	<b>SALARY:</b> \$4,811.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

As Internal Auditor performed professional auditing duties for the South Carolina Department of Transportation. Reviewed and tested the accuracy of accounting records, verified financial transactions, ascertained administrative compliance with laws and regulations. Evaluated the efficiency and effectiveness of management control systems. Planned and performed audits of varying complexity to include writing audit reports and reviewing work papers. Communicated with agency management regarding audit findings and recommendations. Presented information to varying divisions and departments regarding results of audits. Managed implementation of audit recommendations and assisted with training as requested.

**REASON FOR LEAVING:**

Desire to move back to financial accounting role.

<b>DATES:</b> From: 12/1983 To: 10/2001	<b>EMPLOYER:</b> Safety Kleen Corporation	<b>POSITION TITLE:</b> VP Business Analysis
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1301 Gervais Street, Columbia, South Carolina 29201		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 933-4200	<b>SUPERVISOR:</b> Paul R Humphreys - Chief Financial Officer	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b>SALARY:</b> \$9,583.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 30

**DUTIES:**

Please see accompanying resume for detailed information.

**REASON FOR LEAVING:**

Corporate reorganization and relocation of headquarters to Plano, Texas

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:  
Data Entry:

**OTHER SKILLS:**

SCEIS - Expert - 4 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Susan Stone	<b>POSITION:</b> Audit Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> SC Department of Transportation, 955 Park Street, Columbia, South Carolina 29201		
<b>EMAIL ADDRESS:</b> Stonesv@scdot.org		<b>PHONE NUMBER:</b> (803) 737-1475
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Sherry Barton	<b>POSITION:</b> Director of Audits
<b>ADDRESS: (Street, City, State, Zip Code)</b> SC Department of Transportation, 955 Park Street, Columbia, South Carolina 29201		
<b>EMAIL ADDRESS:</b> Bartonsd@scdot.org		<b>PHONE NUMBER:</b> (803) 737-1474
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Debra Seymour	<b>POSITION:</b> SCEIS Implementation Team
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1628 Browning Road, Columbia, South Carolina 29210		
<b>EMAIL ADDRESS:</b> DSeymour@Lexington1.net		<b>PHONE NUMBER:</b> (803) 821-1192

REFERENCE TYPE: Professional	NAME: Richard Hutto	POSITION: CFO - SC State Housing Finance & Development
ADDRESS: (Street, City, State, Zip Code) 300 C Outlet Pointe Blvd, Columbia, South Carolina 29210		
EMAIL ADDRESS: Richard.hutto@schousing.com		PHONE NUMBER: (803) 896-8664
REFERENCE TYPE: Professional	NAME: Louis (Bud) Addison	POSITION: Audit Manager - WebsterRogers
ADDRESS: (Street, City, State, Zip Code) Post Office Drawer 6289, 1441 Second Loop Road, Florence, South Carolina 29502		
EMAIL ADDRESS: baddison@websterrogers.com		PHONE NUMBER: (843) 665-5900

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?  
N/A
5. Do you have any relatives employed with the State of South Carolina?  
Yes
6. If yes, please provide below the name(s), relationship, and agency.  
Julia Scott - DMH  
Donna Jeffcoat - Voc Rehab
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Stephen Keyser 12537 Villa Hill Lane St. Louis, MO 63141-6320 314-712-7332  
  
Patti Hilton 207A Williams Road Camden, SC 29020 803-432-8402
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Thomas W Ritter on 4/17/14 10:18 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Spradley, Michelle S  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 2:05 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Spradley, Michelle S		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 3814 Overdale Drive, Columbia, South Carolina 29223		
HOME PHONE: (803) 609-1882	ALTERNATE PHONE:	EMAIL ADDRESS: mispradley@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007772953	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends	
OBJECTIVE: To secure a position as an instructor or administrator at a secondary or post-secondary institution.	

## EDUCATION

DATES: From: 1/2006 To: Present	SCHOOL NAME: Nova Southeastern University	
LOCATION: (City, State) Ft. Lauderdale, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Educational Leadership		UNITS COMPLETED: 51 hrs - Semester
DATES: From: 7/2001 To: 4/2003	SCHOOL NAME: The Citadel	
LOCATION: (City, State) Charleston, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR:		UNITS COMPLETED: 6 hrs - Semester
DATES: From: 1/1995 To: 12/2000	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR:		UNITS COMPLETED: 12 hrs - Semester
DATES: From: 8/1995 To: 5/1997	SCHOOL NAME: Columbia College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR:		UNITS COMPLETED: 12 hrs - Semester
DATES: From: 6/1995 To: 1/1996	SCHOOL NAME: Cambridge College	
LOCATION: (City, State) Boston, Massachusetts	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Education		UNITS COMPLETED: 30 hrs - Semester
DATES: From: 1/1995 To: 5/1995	SCHOOL NAME: Clemson University	
LOCATION: (City, State) Clemson, South Carolina	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree

MAJOR:		UNITS COMPLETED: 3 hrs - Semester
DATES: From: 8/1983 To: 12/1985	SCHOOL NAME: Florida Atlantic University	
LOCATION: (City, State) Boca Raton, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting		UNITS COMPLETED: 60 hrs - Semester
DATES: From: 8/1980 To: 5/1983	SCHOOL NAME: Palm Beach Community College	
LOCATION: (City, State) Lake Worth, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Studies		UNITS COMPLETED: 60 hrs - Semester

WORK EXPERIENCE		
DATES: From: 10/2011 To: 10/2013	EMPLOYER: Midlands Math and Business Academy	POSITION TITLE: Director
ADDRESS: (Street, City, State, Zip Code) 2638 Two Notch Road, Suite 204, Columbia, South Carolina 29204		COMPANY URL:
PHONE NUMBER: (803) 629-5758	SUPERVISOR: Brenda Percy - Board Chair	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,833.00/month	# OF EMPLOYEES SUPERVISED: 18
DUTIES: Responsible for overseeing curriculum and instruction, evaluating teachers, preparing master schedule, and ordering curriculum and office materials. Responsible for developing and managing school's budget of approximately \$625,000, managing facility and repairs, and negotiating contracts with vendors.		
REASON FOR LEAVING: The Public Charter school lost its funding.		
DATES: From: 8/2008 To: 10/2011	EMPLOYER: Beaufort County School District	POSITION TITLE: Math Teacher / Math Coach
ADDRESS: (Street, City, State, Zip Code) P.O. Drawer 309, Beaufort, South Carolina 29901		COMPANY URL: www.beaufort.k12.sc.us
PHONE NUMBER: (843) 322-2300	SUPERVISOR: Dr. Beth Bournias - Assistant Principal	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,295.00/month	# OF EMPLOYEES SUPERVISED: 18
DUTIES: Math Teacher----Responsible for preparing lesson plans, providing instruction, and maintaining discipline. Courses taught include Geometry Honors, Algebra 2 Honors, and AP Calculus AB. / Math Coach---Responsible for training teachers, providing remediation and enrichment to students, and advising administration on Math Department issues.		
REASON FOR LEAVING: All district Math and Science Coaching positions were eliminated.		
DATES: From: 8/2004 To: 7/2008	EMPLOYER: Midlands Math and Business Academy Charter School	POSITION TITLE: Principal/Teacher
ADDRESS: (Street, City, State, Zip Code) 2638 Two Notch Road, Suite 204, Columbia, South Carolina 29204		COMPANY URL:
PHONE NUMBER: (803) 528-9363	SUPERVISOR: Wardah Ameen - Governing Board President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,578.00/month	# OF EMPLOYEES SUPERVISED: 16
DUTIES: Responsible for overseeing curriculum and instruction, evaluating teachers, preparing master schedule, and ordering curriculum and office materials. Responsible for developing and managing school's budget of approximately \$800,000, managing facility and repairs, and negotiating contracts with vendors. Courses taught: Pre-Algebra, Algebra 1, Geometry, Algebra 2 Honors		
REASON FOR LEAVING: There were no opportunities for advancement.		
DATES: From: 7/1994 To: 7/2004	EMPLOYER: Richland School District One/Alcorn Middle, W.A. Perry Middle, C.A. Johnson High, W.G. Sanders Middle	POSITION TITLE: Math Teacher
ADDRESS: (Street, City, State, Zip Code) 1616 Richland Street, Columbia, South Carolina 29201		COMPANY URL: www.richlandone.org
PHONE NUMBER: (803) 231-7000	SUPERVISOR: D. Adamson, A. Vanderpuije, M. Byers, G. Cureton - Principals	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED:



<b>DUTIES:</b> Responsible for preparing lesson plans, providing instruction, and maintaining discipline. Responsible for training teachers in the use of various math manipulatives and hands-on instructional material. Responsible for preparing students for math competitions during the year. Courses taught: 6th, 7th, & 8th grade Math, Pre-Algebra, Algebra 1, Algebra 2, Geometry, Geometry Honors, SAT/ACT Prep., Alg III/Trig., Pre-Calculus, AP Calculus AB		
<b>REASON FOR LEAVING:</b> I transferred to a charter school to serve as principal.		
<b>DATES:</b> From: 9/1998 To: 12/1998	<b>EMPLOYER:</b> Benedict College	<b>POSITION TITLE:</b> Adjunct Math Instructor
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1600 Harden Street, Columbia, South Carolina 29204		<b>COMPANY URL:</b> www.benedict.edu
<b>PHONE NUMBER:</b> (803) 253-5000	<b>SUPERVISOR:</b> Dr. Betty Caldwell - School of Education, Dean	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 6	<b>SALARY:</b> \$1,600.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Responsible for preparing lessons, providing instruction, and providing guidance to potential teacher candidates.		
<b>REASON FOR LEAVING:</b> This was a temporary assignment.		
<b>DATES:</b> From: 10/1991 To: 6/1994	<b>EMPLOYER:</b> Indianapolis Public Schools/Arlington Woods Middle, IPS Alternative School	<b>POSITION TITLE:</b> Math Teacher
<b>ADDRESS: (Street, City, State, Zip Code)</b> 120 E. Walnut Street, Indianapolis, Indiana 46204		<b>COMPANY URL:</b> www.ips.k12.in.us
<b>PHONE NUMBER:</b> (317) 226-4150	<b>SUPERVISOR:</b> Diane Pillow, William Smith - Principals	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,800.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Responsible for preparing lessons, providing instruction, and maintaining discipline. Courses taught: 7th & 8th grade Math, Pre-Algebra		
<b>REASON FOR LEAVING:</b> My family moved to South Carolina due to military transfer.		
<b>DATES:</b> From: 2/1990 To: 6/1991	<b>EMPLOYER:</b> Charlotte-Mecklenburg Schools/Albemarle Road Jr. High	<b>POSITION TITLE:</b> Math Teacher
<b>ADDRESS: (Street, City, State, Zip Code)</b> P.O. Box 30035, Charlotte, North Carolina 28230		<b>COMPANY URL:</b> www.cms.k12.nc.us
<b>PHONE NUMBER:</b> (980) 343-1900	<b>SUPERVISOR:</b> Robert Toward - Principal	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,292.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Responsible for preparing lesson plans, providing instruction, and maintaining discipline. Courses taught: 8th grade Math, Pre-Algebra		
<b>REASON FOR LEAVING:</b> My family moved to Indiana due to military transfer.		
<b>DATES:</b> From: 7/1986 To: 11/1989	<b>EMPLOYER:</b> School District of Palm Beach County/Jupiter High School	<b>POSITION TITLE:</b> Math Teacher
<b>ADDRESS: (Street, City, State, Zip Code)</b> 3300 Forest Hill Blvd., West Palm Beach, Florida 33406		<b>COMPANY URL:</b> www.palmbeach.k12.fl.us
<b>PHONE NUMBER:</b> (561) 434-8000	<b>SUPERVISOR:</b> Douglas Long - Principal	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,250.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Responsible for preparing lessons, providing instruction, and maintaining discipline. Courses taught: Basic Math, Pre-Algebra, Algebra One, Geometry, Geometry Honors		
<b>REASON FOR LEAVING:</b> My family moved to North Carolina due to military transfer.		
<b>DATES:</b> From: 3/1986 To: 6/1986	<b>EMPLOYER:</b> The School District of Palm Beach County	<b>POSITION TITLE:</b> Substitute Teacher
<b>ADDRESS: (Street, City, State, Zip Code)</b> 3300 Forest Hill Blvd., West Palm Beach, Florida 33406		<b>COMPANY URL:</b> www.palmbeach.k12.fl.us
<b>PHONE NUMBER:</b> (561) 434-8000	<b>SUPERVISOR:</b> varied - Principal	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Responsible for carrying out teacher's lesson plans, providing instruction when necessary, and maintaining discipline.		

REASON FOR LEAVING: I was assigned a permanent teaching position.		
DATES: From: 5/1980 To: 2/1986	EMPLOYER: Wachovia Bank	POSITION TITLE: Bank Auditor, Operations Clerk, Loan Clerk, Teller
ADDRESS: (Street, City, State, Zip Code) 1525 West W.T. Harris Blvd., Charlotte, North Carolina 28288-0376		COMPANY URL: www.wachovia.com
PHONE NUMBER: (877) 479-3557	SUPERVISOR: Dale Hauser - Operations Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,625.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for auditing all departments to ensure employees were in compliance with corporate and federal regulations. Researched checks and deposits that did not post automatically. Maintained mortgage loan documents and audited them regularly to ensure that insurance coverage remained in effect during course of loans. Processed customer transactions at teller window.		
REASON FOR LEAVING: The Auditing Department moved to a different part of the state. I did not want to relocate; therefore, I returned to school in order to pursue a career in teaching.		

CERTIFICATES AND LICENSES	
TYPE: Certificate of Completion/ eLearning Training	
LICENSE NUMBER:	ISSUING AGENCY: South Carolina Department of Education
TYPE: Educator Certificate	
LICENSE NUMBER: 177788	ISSUING AGENCY: South Carolina State Board of Education

Skills
OFFICE SKILLS: Typing: 45 Data Entry: 0
OTHER SKILLS:
LANGUAGE(S):

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Personal	NAME: Bernice White	POSITION: Math Teacher
ADDRESS: (Street, City, State, Zip Code) 2837 Ashton Street, Columbia, South Carolina 29204		
EMAIL ADDRESS: urmath7@yahoo.com	PHONE NUMBER: (803) 254-4904	
REFERENCE TYPE: Professional	NAME: Genine Mitchell	POSITION: Curriculum Coordinator
ADDRESS: (Street, City, State, Zip Code) 203 Sterling Cross Drive, Columbia, South Carolina 29229		
EMAIL ADDRESS: gmitchell@richlandone.org	PHONE NUMBER: (803) 318-2457	
REFERENCE TYPE: Professional	NAME: Patricia Sims	POSITION: Math Consultant
ADDRESS: (Street, City, State, Zip Code) 5924 Miramar Drive, Columbia, South Carolina 29203		
EMAIL ADDRESS: patdsims@hotmail.com	PHONE NUMBER: (803) 319-4181	
REFERENCE TYPE: Professional	NAME: David Church	POSITION: Executive Director
ADDRESS: (Street, City, State, Zip Code) 9 Stone Valley Court, Greer, South Carolina 29650		
EMAIL ADDRESS: prin1@charter.net	PHONE NUMBER: (864) 918-1057	
REFERENCE TYPE: Professional	NAME: Brenda Percy	POSITION: Board Chair
ADDRESS: (Street, City, State, Zip Code) P.O. Box 4487, Columbia, South Carolina 29240		
EMAIL ADDRESS: bpercy29@yahoo.com	PHONE NUMBER: 803-629-5758	

REFERENCE TYPE: Professional	NAME: Muriel Wallace	POSITION: Assistant Principal
ADDRESS: (Street, City, State, Zip Code) 8732 Herons Walk, North Charleston, South Carolina 29420		
EMAIL ADDRESS: murielwallace16@gmail.com		PHONE NUMBER: 803-463-6919
REFERENCE TYPE: Professional	NAME: Bernadette Hampton	POSITION: Math Department Chair
ADDRESS: (Street, City, State, Zip Code) P.O. Box 4002, Beaufort, South Carolina 29903		
EMAIL ADDRESS: BernadetteHampton1@gmail.com		PHONE NUMBER: 843-986-8987

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.
- David Church  
9 Stone Valley Court  
Greer, SC 29650  
(864) 918-1057
- Patricia Sims  
5924 Miramar Drive  
Columbia, SC 29203  
(803) 319-4181
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Michelle S Spradley on 4/16/14 2:05 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Suber, Nicole R  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 5:23 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Suber, Nicole R		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 401 Mapleside Drive, Columbia, South Carolina 29229		
HOME PHONE: (803) 381-6985	ALTERNATE PHONE:	EMAIL ADDRESS: nicoleruffsuber@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007986966	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$0.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: My objective is to obtain position that will effectively utilize acquired expertise. Seize every opportunity for agency advancement through financial accountability and leadership.	

## EDUCATION

DATES: From: 1/2011 To: Present	SCHOOL NAME: Walden University	
LOCATION: (City, State) Minneapolis, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Finance	UNITS COMPLETED: 56 - Semester	
DATES: From: 10/2001 To: 10/2003	SCHOOL NAME: Webster University	
LOCATION: (City, State) St. Louis, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business	UNITS COMPLETED: 36 - Semester	
DATES: From: 1/1996 To: 5/2001	SCHOOL NAME: Benedict College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED: 149 - Semester	

## WORK EXPERIENCE

DATES: From: 6/2010 To: Present	EMPLOYER: Central Piedmont Community College	POSITION TITLE: Director of Finance
ADDRESS: (Street, City, State, Zip Code) 1300 East 4th Street, Charlotte, North Carolina 28204		COMPANY URL: cpcc.edu
PHONE NUMBER: (704) 330-2722	SUPERVISOR: Richard Zollinger - Vice President of Learning Unit	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,598.00/month	# OF EMPLOYEES SUPERVISED: 1

**DUTIES:**

Drafts Learning Unit's budgets and facilitates budget prep session. Oversee 50+ million in state appropriations, along with several other multi-million dollar financial resource funds. Monitors, forecasts, and trends resources activities. Compiles, analyze, and summarize financial information; prepare periodic financial reports. Research and resolve inquiries to complex financial issues. Serve as the Project Director for the Carl D. Perkins Grant. Advise Vice President on appropriate procedures for financial accountability. Serve as the liaison between administrative departments and Learning Unit. Supervise the record management specialist responsible for monitoring the faculty credentials.

**REASON FOR LEAVING:**

I am currently seeking employment opportunities that facilitate my relocation to Columbia, SC while providing the environment for professional growth.

<b>DATES:</b> From: 9/2007 To: 5/2010	<b>EMPLOYER:</b> Office of State Auditor - North Carolina	<b>POSITION TITLE:</b> Assistant State Auditor
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2 South Salisbury Street, Raleigh, North Carolina 27601		<b>COMPANY URL:</b> www.ncauditor.net
<b>PHONE NUMBER:</b> (919) 807-7500	<b>SUPERVISOR:</b> Debra Alexander - Audit Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$4,318.58/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**

Conduct various types of audits and assessments of colleges/universities and clerks of court. Perform full-scope audits of universities to evaluate internal controls and ensure financial statements were prepared according to Generally Accepted Accounting Principles. Perform audits in accordance to Generally Accepted Auditing Standards and Yellow Book Standards.

**REASON FOR LEAVING:**

Accepted position with Central Piedmont Community College.

<b>DATES:</b> From: 1/2004 To: 9/2007	<b>EMPLOYER:</b> Public Service Commission of South Carolina	<b>POSITION TITLE:</b> Accountant / Fiscal Analyst II
<b>ADDRESS:</b> (Street, City, State, Zip Code) 101 Executive Center Drive, Suite 100, Columbia, South Carolina 29210		<b>COMPANY URL:</b> www.psc.sc.gov
<b>PHONE NUMBER:</b> (803) 896-5100	<b>SUPERVISOR:</b> Carolyn Nelson - Human Resource Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37	<b>SALARY:</b> \$3,420.53/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Assist Controller with billing and receipting monies for auxiliary programs. Verify direct entries for billing systems and complete monthly reconciliations for agencies. Direct the purchase, storage and inventory of goods procured by agency. Award contracts to vendors and monitor contract for compliance. Prepare agency closing packages and coordinate the completion of applications and reporting processes for federal funds. Assist appropriate staff with formulation and administering financial and budgetary policies and procedures. Prepare and maintain financial records and reports for MBE and MVM Fleet Safety Programs. Assist Controller in collecting, processing, evaluating and reporting financial information.

**REASON FOR LEAVING:**

I accepted a position with the North Carolina Office of the State Auditor as a result of relocating to Charlotte, North Carolina.

<b>DATES:</b> From: 6/2001 To: 12/2003	<b>EMPLOYER:</b> Office of State Auditor - South Carolina	<b>POSITION TITLE:</b> Auditor
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1401 Main Street, Suite 1200, Columbia, South Carolina 29201		<b>COMPANY URL:</b> www.osa.sc.gov
<b>PHONE NUMBER:</b> (803) 253-4160	<b>SUPERVISOR:</b> Wayne Sams - Audit Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37	<b>SALARY:</b> \$2,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 2

**DUTIES:**

Conduct various types of audits and assessments of state agencies, colleges/universities, and federally funded programs. Perform audits in accordance to Generally Accepted Auditing Standards and Yellow Book Standards. Serve as auditor in charge on Agreed Upon Procedures (AUP) engagements. Conduct audits of the State Comprehensive Annual Financial Report (CAFR). Perform Federal Single Audits designed to determine if federally funded programs are in compliance with requirements outlined by the federal awarding agency. Perform full-scope audits of universities to evaluate internal controls and ensure financial statements were prepared according to Generally Accepted Accounting Principles. Train new auditors and helped agency accounting managers implement procedural changes.

**REASON FOR LEAVING:**

I was recruited by another state agency to assist with compliance issues that the organization was experiencing. This was an opportunity to advance professionally through the use of my knowledge of governmental reporting standards.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing: 115

Data Entry: 75

**OTHER SKILLS:****LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Debra Alexander	POSITION: Former Audit Supervisor
ADDRESS: (Street, City, State, Zip Code) 1125 Fernside Drive, Charlotte, North Carolina 29227		
EMAIL ADDRESS: aka11796@aol.com		PHONE NUMBER: (704) 724-7210
REFERENCE TYPE: Professional	NAME: Jocelyn Boyd	POSITION: Chief Clerk
ADDRESS: (Street, City, State, Zip Code) 101 Executive Center Drive, Columbia, South Carolina 29210		
EMAIL ADDRESS: Jocelyn.boyd@psc.sc.gov		PHONE NUMBER: (803) 896-5114
REFERENCE TYPE: Professional	NAME: Vivian Hailey	POSITION: Associate Vice President of Foundation
ADDRESS: (Street, City, State, Zip Code) 1300 East 4th Street, Charlotte, North Carolina 28204		
EMAIL ADDRESS: vivian.halley@cpcc.edu		PHONE NUMBER: (704) 330-6758

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Debra Alexander  
1125 Fernside Drive  
Charlotte, NC 29227  
704-724-7210  
Jocelyn Boyd  
101 Executive Center Drive  
Columbia, SC 29210  
803-896-5114
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Nicole R Suber on 4/16/14 5: 23 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Swygert, Jacob Q  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 1:10 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Swygert, Jacob Q		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 143 Newbond Way, Columbia, South Carolina 29212		
HOME PHONE: (803) 920-4677	ALTERNATE PHONE: (803) 737-2573	EMAIL ADDRESS: jqs1978sc@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007446587	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To obtain a position within the SC Government accounting sector where my past business experience, analytical skills, and education will contribute to the success of the agency.	

## EDUCATION

DATES: From: 8/2006 To: 12/2007	SCHOOL NAME: University of North Carolina	
LOCATION: (City, State) Wilmington, North Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED: 71 - Semester	
DATES: From: 8/1996 To: 5/2000	SCHOOL NAME: Midlands Technical College	
LOCATION: (City, State) columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Accounting	UNITS COMPLETED: 98 - Semester	

## WORK EXPERIENCE

DATES: From: 5/2011 To: Present	EMPLOYER: SC Department of Employment and Workforce	POSITION TITLE: Accountant / Fiscal Analyst III
ADDRESS: (Street, City, State, Zip Code) 1550 Gadsden Street, Columbia, South Carolina 29201		COMPANY URL: DEW.sc.gov
PHONE NUMBER: (803) 737-2573	SUPERVISOR: Susan Roben - Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$4,540.58/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: SCEIS AST Lead for SCDEW (extensive knowledge with HR, GM, FM, and FI modules). As SCEIS lead work with HR, Procurement, UI Tax, UI Acct, Budget, AP & AR, and General Ledger teams to clear errors (Budget/Master data errors) and make sure accounting entries are posted correctly. Agency liaison to CG, STO, OSB & SCEIS. Supervise the Fixed Asset Accountant and Payroll Accountant. Handle compliance of annual SC General Appropriations Proviso's, Co-ordinate and complete all CG Reporting Packages, Complete Finance portion of Accountability Report, complete monthly cash reconciliations, Complete SEFA, complete assigned due-outs during annual A-133 external audit. SCDEW is 99.9% Federally funded with the majority of funds being federal grants. Maintain Master data structure. Requested supplemental budget appropriations for FUTA loan interest payment.		
REASON FOR LEAVING:		
DATES: From: 2/2014 To: Present	EMPLOYER: SC Lieutenant Governor's Office on Aging	POSITION TITLE: Accountant/Fiscal Analyst III

ADDRESS: (Street, City, State, Zip Code) 1301 Gervais Street Ste 350, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: 803-734-9877	SUPERVISOR: Ruchelle Ellison - Fiscal Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$4,881.03/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Manage agency cash flow and complete Federal drawdowns from PMS system. Serve as a liaison between program staff and finance. Calculate and issue multiple federal/state/private grant awards exceeding \$25M to 10 planning regions based on the US census data of 46 SC counties. Monitor incoming requests for drawdowns from planning regions for compliance with Federal, State, and agency terms and conditions. Maintain mater data structure. Complete annual budget pushdown to Fund, Grant, and Functional Area level for Federal and State Programs. Also track budget throughout year to project program shortfalls and make any necessary appropriation transfers.		
REASON FOR LEAVING:		
DATES: From: 9/2010 To: 5/2011	EMPLOYER: Comptroller General of SC	POSITION TITLE: Accountant / Fiscal Analyst I
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL: cg.sc.gov
PHONE NUMBER:	SUPERVISOR: Anjali Griffin - Senior Assistant Comptroller General	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$3,333.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for clearing documents from the STARS and SCEIS error files. Compile ARRA revenue and expenditure reports for the Stimulus Oversight Task Force meetings. Prepared and published Fiscal Year 2009 - 2010 Travel Report. Maintain master data in STARS. (Object, fund, and grants codes)		
REASON FOR LEAVING:		
DATES: From: 2/2009 To: 9/2010	EMPLOYER: Comptroller General of SC	POSITION TITLE: Auditor II
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 734-2542	SUPERVISOR: Judy Smoak - Program Manager II	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$3,333.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: I was selected by Deputy Comptroller General to work on the SCEIS HR Payroll team. While working with SCEIS I was responsible for analyzing variances between Legacy and SAP pay results for parallel payroll testing purposes. Responsible for testing scripts in SAP and validating those pay results for integration testing purposes. Testing scripts included entering benefits, garnishments and voluntary deductions for employees and validating results. Validating results includes analyzing technical wage types, FI posting results, 3rd party remittances (941's, EIP, Retirement), and W-2's. I also tested subsequent reports for payroll processing (Payroll Journal, Remuneration statements, Wage type reporter) and tested DME/Bank transfer simulation in SAP. Reviewed BPP training documents and suggested revisions to team lead. My current responsibilities at the Comptroller Generals office include working CIO help desk tickets related to HR/Payroll issues in SAP, processing payroll for more than fifty thousand employees, remitting withholdings, analyzing p-card purchases from Bank of America/Visa for 1099 reporting purposes, processing annual 1099's and W-2's for more than seventy State Agencies.		
REASON FOR LEAVING:		
DATES: From: 9/2008 To: 2/2009	EMPLOYER: Comptroller General of SC	POSITION TITLE: Accountant (Contract Employee)
ADDRESS: (Street, City, State, Zip Code) 1200 Senate Street 305 Wade Hampton Office Building, Columbia, South Carolina 29201		COMPANY URL: www.cg.state.sc.us
PHONE NUMBER: (803) 734-2542	SUPERVISOR: Jennifer Muir - Deputy Comptroller General	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,555.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Hired to assist and track the collection of the September 16 payroll overpayments. Also audited all "Journal Vouchers" and "File Maintenances" initiated by the collection of overpayments.		
REASON FOR LEAVING: Searching for a full time permanent position with the state of SC		
DATES: From: 6/2008 To: 9/2008	EMPLOYER: Petroleum Development Corporation	POSITION TITLE: Tax Accountant
ADDRESS: (Street, City, State, Zip Code) 120 Genesis Blvd, Bridgeport, West Virginia 26554		COMPANY URL: petd.com
PHONE NUMBER: (304) 842-3597	SUPERVISOR: Julie Nice - Senior Tax Analyst	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for tax depreciation figure on the 10Q/10K. Maintain depletion, depreciation, and amortization schedules for more than six thousand oil and natural gas wells. Managed state/local sales & use tax audits for ND, PA, & CO. Completed Property Tax returns for counties in WV, CO, PA, & MI.		

REASON FOR LEAVING: Relocated back to SC		
DATES: From: 4/2005 To: 5/2006	EMPLOYER: Rockfab Custom Granite and Marble	POSITION TITLE: Procurement/Inventory Control
ADDRESS: (Street, City, State, Zip Code) 3406 Orange Ave, Roanoke, Virginia 24012		COMPANY URL: www.rockfab.com
PHONE NUMBER: (540) 343-7625	SUPERVISOR: Bill Moss - General Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,700.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for purchasing all raw materials used in the production of Granite, Marble, Travertine, and Engineered stone countertops. I also performed a few accounting duties pertaining to payroll and inventory management.		
REASON FOR LEAVING: relocated to North Carolina to complete Bachelors Degree		
DATES: From: 11/2001 To: 4/2005	EMPLOYER: Columbia Business Equipment	POSITION TITLE: Assistant Controller
ADDRESS: (Street, City, State, Zip Code) 5123 Bush River rd, Columbia, South Carolina 29212		COMPANY URL: www.cbesc.com
PHONE NUMBER: (800) 868-9005	SUPERVISOR: Mack Maguire - Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,850.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for a number of accounting functions including A/P, A/R, purchasing inventory, monthly Sales and Use Tax Returns, business license return, & 1099's.		
REASON FOR LEAVING: Relocated to Roanoke Virginia		
DATES: From: 3/1999 To: 11/2001	EMPLOYER: Carolina International Trucks & Idealease	POSITION TITLE: Assistant Controller
ADDRESS: (Street, City, State, Zip Code) 1619 Bluff Rd, Columbia, South Carolina 29201		COMPANY URL: www.carolinainternational.com
PHONE NUMBER: (803) 799-4923	SUPERVISOR: Luann Sharp - Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,700.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Assisted controller with montly closings, maintaining fixed assets, inventory, and customer billing.		
REASON FOR LEAVING: Increase in compensation as well as accounting duties.		
DATES: From: 2/1998 To: 3/1999	EMPLOYER: Love Chevrolet	POSITION TITLE: Accounting Clerk
ADDRESS: (Street, City, State, Zip Code) 1255 Knox Abbott dr, Cayce, South Carolina 29033		COMPANY URL: www.lovechavy.com
PHONE NUMBER: (803) 794-9000	SUPERVISOR: Luann Sharp - Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,750.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Carried out all A/P and A/R functions, which consisted of processing invoices, issuing checks, daily deposit, and collecting. Also reconciled A/P and A/R ledgers, and sublet ledger. Purchased office equipment and supplies for three dealerships. Also assisted Controller with monthly closings and preparation of financial statements for five dealerships		
REASON FOR LEAVING: increase in compensation...followed former supervisor to a new company.		
DATES: From: 4/1996 To: 2/1998	EMPLOYER: Medical Services of America, Inc	POSITION TITLE: Accounts Payable Clerk
ADDRESS: (Street, City, State, Zip Code) 171 Monroe Lane, Lexington, South Carolina 29072		COMPANY URL: www.msacorp.com
PHONE NUMBER: (888) 342-6190	SUPERVISOR: john Kiem - CFO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,475.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Processed Invoices, issued checks, & posted cash sales for over 100 locations.		
REASON FOR LEAVING: Increased Compensation and more accounting duties.		

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

Nothing Entered For This Section
----------------------------------

<b>ADDITIONAL INFORMATION</b>
-------------------------------

**Miscellaneous**

Earned continuing education credits with completion of these classes: Sales & Use tax in SC, Essentials of A/P, and Collecting A/R in SC. Technical

Knowledgeable with several GL accounting software systems such as: SAP (SRM, Procurement, FM, GM, FI, BEX, PA, PY Modules) , FARS, OMD, OROS, ADP, Bolo, Peachtree, and QuickBooks. Also have extensive knowledge with the Microsoft Office products and the fixed asset software programs FAS and CorpSys.

<b>REFERENCES</b>
-------------------

REFERENCE TYPE: Professional	NAME: Richard Eckstrom	POSITION: SC Comptroller General
ADDRESS: (Street, City, State, Zip Code) 1200 Senate Street, 305 Wade Hampton Bldg, Columbia, South Carolina 29201		
EMAIL ADDRESS: reckstom@cg.sc.gov		PHONE NUMBER: 803-734-2121
REFERENCE TYPE: Professional	NAME: Mike Drinkard	POSITION: General Ledger Manager
ADDRESS: (Street, City, State, Zip Code) 2720 Sunset Blvd, West Columbia, South Carolina 29169		
EMAIL ADDRESS: jmdrinkard@lexhealth.org		PHONE NUMBER: 803-935-8318

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
SC Lieutenant Governor's Office on Aging
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
  
Richard Eckstrom, Comptroller General  
SC Comptroller General's Office  
PO Box 11228  
Columbia, SC 29211  
Telephone: (803) 734-2121  
reckstrom@cg.sc.gov  
  
Mike Drinkard, General Ledger Mgr  
Lexington Medical Center of SC  
2720 Sunset Blvd  
West Columbia, SC 29169  
Telephone: (803) 935-8318  
jmdrinkard@lexhealth.org
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Jacob Q Swygert on 4/16/14 1:10 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Tenney, Ruth  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 10:51 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID #: 38705
NAME: (Last, First, Middle) Tenney, Ruth		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 117 Windtree Court Apt H, Greenwood, South Carolina 29649		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS: ruth.tenney@gmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends	
OBJECTIVE:	

## EDUCATION

DATES: From: 8/2011 To: 5/2014	SCHOOL NAME: Lander University	
LOCATION: (City, State) Greenwood, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration with Accounting Emphasis		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 12/2013 To: Present	EMPLOYER: Greenwood County	POSITION TITLE: Treasury Intern
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Gwen Darby - Current Tax Collector	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 25	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Create journal entries to record the obtainment of new assets Record payment of property taxes and/or vehicle taxes in Tax Collection Office Develop Excel spreadsheet to compare last year's and this year's tax collection totals and installment payments Assisted with administrative work in Public Works office		
REASON FOR LEAVING:		
DATES: From: 1/2012 To: Present	EMPLOYER: Lander University	POSITION TITLE: Student Worker
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Joyce Shelton - Administrative Assistant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Created and graded tests based on test banks and classroom lectures Entered grades into Excel spreadsheets and Blackboard Developed review games for tests using PowerPoint based on test materials Helped students in the computer lab Helped faculty and staff with various administrative tasks		
REASON FOR LEAVING:		
DATES: From: 2/2011 To: Present	EMPLOYER: Newton's Shoes of Clemson	POSITION TITLE: Salesperson

ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Brent Newton - Owner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> Increased sales through providing additional information about products and customer service Created deposit slip for sales totals for the previous day and deposited money into company bank account Inventoried over 25 different types of shoes and over 10 different brands on a cost basis and a stock basis using Excel Assisted in training new employees Called various companies to see if shoes were in stock or discontinued Checked off invoices with the New Inventory Log notebook Created signage for special promotions Configured profit margins and retail value for items in the store Helped with online sales on EBay		
<b>REASON FOR LEAVING:</b>		
DATES: From: 5/2013 To: 8/2013	EMPLOYER: Small Board Productions	POSITION TITLE: Account Executive
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Brent Newton - Owner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> Produce the PowerPoint advertisements and verify them with the clients Send out monthly invoices Created and maintain the company website and Facebook page Check company email and communicate with clients Designed flyers and business cards for the company		
<b>REASON FOR LEAVING:</b> Company was around for only a short time. It was owned by the owner of Newton's Shoes		
DATES: From: 6/2012 To: 8/2012	EMPLOYER: Community First Bank	POSITION TITLE: Intern
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Ben Hiott - Chief Financial Officer	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> Proofed the work of the tellers and helped them count money at their stations and in vault Helped check and fill the ATM Assisted with the merger of Community First Bank and Bank of Westminster Verified payment of property taxes for residents of local counties Prepared Excel spreadsheet of all property tax collection data		
<b>REASON FOR LEAVING:</b> Internship for the Summer		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

Nothing Entered For This Section

#### REFERENCES

REFERENCE TYPE: Professional	NAME: Gwen Darby	POSITION: Tax Collector
ADDRESS: (Street, City, State, Zip Code) 528 Monument Street, Room 101, Greenwood, South Carolina 29646		
EMAIL ADDRESS: gdarby@greenwoodsc.gov		PHONE NUMBER: 864-942-3142
REFERENCE TYPE: Professional	NAME: Steven Mark	POSITION: Associate Professor of Accounting
ADDRESS: (Street, City, State, Zip Code) Lander University, 320 Stanley Avenue, Greenwood, South Carolina 29649		
EMAIL ADDRESS: smark@lander.edu		PHONE NUMBER: 864-388-8285

REFERENCE TYPE: Professional	NAME: Brent Newton	POSITION: Owner
ADDRESS: (Street, City, State, Zip Code) Newton's Shoes of Clemson and Small Board Productions, 1280 Eighteen Mile Road, Central, South Carolina 29630		
EMAIL ADDRESS: sbn7709@gmail.com		PHONE NUMBER: 864-639-5544
REFERENCE TYPE: Professional	NAME: Joyce Shelton	POSITION: Administrative Assistant
ADDRESS: (Street, City, State, Zip Code) Lander University, 320 Stanley Avenue, Greenwood, South Carolina 29649		
EMAIL ADDRESS: jshelton@lander.edu		PHONE NUMBER: 864-388-8744



Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Gwen Darby  
Current Tax Collector  
Greenwood County Courthouse  
528 Monument Street, Room 101  
Greenwood, SC 29646  
864-942-3142  
gdarby@greenwoodsc.gov
- Steven Mark, Ph.D.  
Associate Professor of Accounting  
College of Business and Public Affairs  
Lander University  
320 Stanley Avenue  
Greenwood, SC 29649  
864-388-8285  
smark@lander.edu
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Ruth Tenney on 4/16/14 10:51 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Thomas, Lisa H  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 9:31 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Thomas, Lisa H		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 546 Granny Apple Road, Enoree, South Carolina 29335		
HOME PHONE: (864) 683-2035	ALTERNATE PHONE: (864) 684-8543	EMAIL ADDRESS: lthomas@backroads.net
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 008079826	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$80,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, On Call (as needed)	
OBJECTIVE: To obtain a new position which will allow me to continue to grow professionally.	

## EDUCATION

DATES: From: 8/2004 To: 2/2006	SCHOOL NAME: DeVry University	
LOCATION: (City, State) online, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Technical Management	UNITS COMPLETED:	
DATES: From: 8/1990 To: 5/1992	SCHOOL NAME: Piedmont Technical College	
LOCATION: (City, State) Greenwood, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Business/Accounting	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 10/1994 To: Present	EMPLOYER: Laurens County School District 55	POSITION TITLE: Assistant Finance Director
ADDRESS: (Street, City, State, Zip Code) 1029 West Main Street, Laurens, South Carolina 29360		COMPANY URL: www.laurens55.org
PHONE NUMBER: (864) 984-3568	SUPERVISOR: Rodney Smith - Chief Operations Officer	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$4,999.00/month	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Direct daily operations of business office staff Prepare all federal and state budgets and grants for the Curriculum and Instruction Departments, Adult Education and Special Services departments. Maintain Professional Certified Staff lists for district funding Monitor grants and file reimbursement claims. Schedule and assist external audit firm with annual audit and ensure that the fiscal service department's books are in order for the external audit. Act as internal auditor by monitoring accounting processes and payroll functions. Reconcile all payroll deductions and process for timely payment. Routinely audit all payroll deductions and billings to insure comparability and accuracy. Reconciled and deposited incoming checks and payments. Complete monthly/quarterly payroll tax reports. Process workers compensation claims, attend hearings, assist employees with medical issues and concerns and work with workers compensation carriers and medical professionals to expedite employees return to work. Attend workers compensation hearings to close or		

dispute claims.  
 Act as investigator for District's Safety Committee and make recommendations concerning safety issues.  
 Complete OSHA logs and other required documentation for loss time injuries.  
 Process unemployment claims and attend hearings to dispute claims while having the District's best interest in mind.  
 Audit and approve all unemployment commission payments.  
 Ensure district compliance with applicable law and general accepted accounting principles.  
 Assist Personnel Director with FMLA issues and Fair Labor issues.  
 Act as back up person for Benefits Administrator.  
 Act as District contact for all tax sheltered annuity accounts.  
 Chief Operations Officer with special projects, including budget preparation.

**REASON FOR LEAVING:**

Obtain position that will allow me to grow professionally

**CERTIFICATES AND LICENSES****TYPE:**

Occupational Safety and Training

**LICENSE NUMBER:**

28-701154645

**ISSUING AGENCY:**

OSHA

**Skills****OFFICE SKILLS:**

Typing: 35

Data Entry: 45

**OTHER SKILLS:**

All office machinery - Expert - 20 years and 0 months

Word, Excel, Powerpoint, CSI-Accounting Plus - Expert - 20 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION****Professional Memberships**

South Carolina Association of School Business Officials

Currently enrolled in SC Association of School Business Official Financial Certification Program

South Carolina Public Risk Management Association

Government Finance Officers Association of South Carolina

OSHA General Industry Certification

Volunteer Guardian Ad Litem

**REFERENCES****REFERENCE TYPE:**

Personal

**NAME:**

JoLynn Wilson

**POSITION:**

Benefits Administrator

**ADDRESS: (Street, City, State, Zip Code)**

501 Woodland Way, Laurens, South Carolina 29360

**EMAIL ADDRESS:**

jlwilson@laurens55.k12.sc.us

**PHONE NUMBER:**

(864) 984-3568

**REFERENCE TYPE:**

Professional

**NAME:**

John Topping

**POSITION:**

Retired

**ADDRESS: (Street, City, State, Zip Code)**

520 Hillbrook Rd, Laurens, South Carolina 29360

**EMAIL ADDRESS:****PHONE NUMBER:**

(864) 682-9728

**REFERENCE TYPE:**

Professional

**NAME:**

Rhett Harris

**POSITION:**

Principal

**ADDRESS: (Street, City, State, Zip Code)**

675 Dial Place, Laurens, South Carolina 29360

**EMAIL ADDRESS:**

rharris@laurens55.k12.sc.us

**PHONE NUMBER:**

(864) 984-2400

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
Laurens County School District # 55
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Jo Lynn Wilson  
201 Woodland Way  
Laurens, SC 29360  
864-871-1458  
  
Richard J. Makla  
111 Sherwood Dr.  
Laurens, SC 29360  
864-938-1524
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Lisa H Thomas on 4/17/14 9:31 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Tribble, Veronica R  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 9:21 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Tribble, Veronica R		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1630 Luster Lane, Columbia, South Carolina 29210		
HOME PHONE: (803) 622-4847	ALTERNATE PHONE:	EMAIL ADDRESS: veronicatj@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 004043903	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: Self-starter who is capable of working independently and as part of a team, seeking a challenging and creative role where I can leverage my highly effective accounting, finance, and management experience.	

## EDUCATION

DATES: From: 1/2002 To: 5/2003	SCHOOL NAME: Webster University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Management	UNITS COMPLETED:	
DATES: From: 8/1992 To: 5/1996	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Applied Professional Sciences	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 10/2007 To: Present	EMPLOYER: Belk	POSITION TITLE: Sales Associate
ADDRESS: (Street, City, State, Zip Code) 100 Columbiana Circle, Columbia, South Carolina 29212		COMPANY URL: belk.com
PHONE NUMBER: (803) 781-4100	SUPERVISOR: Creighton Edmonds - Area Sales Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 10	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Successfully promote Belk Reward Card, 1 for 14, Silver Club member; goal 1 for 19.</li> <li>• Achieved \$400,000 in sales 2012 - 2013, Ruby Club member, in \$40 million dollar store.</li> <li>• Submitted an innovation idea for corporate to create a progression coupon, to accommodate large purchases, saving the customer time and money.</li> <li>• Exceeded sales goal for Nautica week, distributed flyers to every department for support.</li> <li>• Train seasonal sales associates on POS (register) and Belk merchandise standards.</li> <li>• Maintain merchandise presentation as directed by corporate office.</li> <li>• Participate with inventory preparation and count verification to ensure successful results.</li> <li>• Execute sale-sets and mark-downs through-out the men's department.</li> </ul>		
REASON FOR LEAVING: Want to work in financial industry.		

DATES: From: 3/2013 To: Present		EMPLOYER: Veterans Affairs Regional Office 319 Federal Credit Union	POSITION TITLE: Manager
ADDRESS: (Street, City, State, Zip Code) 6437 Garners Ferry Road, Columbia, South Carolina 29209		COMPANY URL:	
PHONE NUMBER: 803-360-7369	SUPERVISOR: Regina - Smothers		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 32	SALARY: \$0.00/month		# OF EMPLOYEES SUPERVISED: 1
DUTIES: <ul style="list-style-type: none"> <li>Review and ensure compliance with Bank Secrecy and USA PATRIOT Act Policy and Procedure.</li> <li>Thorough knowledge of loan structure and legal document requirements for consumer loans.</li> <li>Review loan documents to identify issues and make recommendations for loan approval.</li> <li>Monitor loan performance, contact delinquent members, document loan file.</li> <li>Knowledge of laws and procedures for automobile repossession, responsible for mailing Consumer's Right To Cure Notice within legal time frame.</li> <li>Provide Adverse Action Letter to members' denied loans; suggest ways to improve credit score.</li> <li>Reconcile financial records and bank statements with general ledger and investigate discrepancies.</li> <li>Prepare/calculate allowance for loan loss report for auditors and federal examiner.</li> <li>Act as primary liaison to the Board of Directors, President, Supervisory Committee, and regulators.</li> </ul>			
REASON FOR LEAVING: Seeking full-time career			
DATES: From: 9/2005 To: 5/2011		EMPLOYER: Palmetto Citizens Federal Credit Union	POSITION TITLE: Assistant Manager
ADDRESS: (Street, City, State, Zip Code) PO Box 5846, Columbia, South Carolina 29250		COMPANY URL: www.palmettocitizensfederalcreditunion.org	
PHONE NUMBER: (803) 376-2803	SUPERVISOR: Clint Clayborn - Director		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month		# OF EMPLOYEES SUPERVISED: 10
DUTIES: <ul style="list-style-type: none"> <li>Generated \$1 million in consumer loans for service center generating \$28 million annually.</li> <li>Adhered to safe lending practices and ensured legal and regulatory compliance.</li> <li>Knowledge of Fair Lending laws and regulations for consumer loans.</li> <li>Effectively communicated with a diverse membership and staff. Explained loan disclosures in detail and always welcomed members' questions.</li> <li>Participated in community events to increase credit union's visibility and to enhance new business opportunities. Afforded an opportunity to visit a Journalism class at Irmo High School. The visit involved a mock interview. One student interviewed and the other filmed. After several rounds of interviews, the session was wrapped up with financial questions.</li> <li>Attended monthly Credit Union chapter meetings for networking opportunities.</li> <li>Proposed and executed new accounts training manual as a tool to coach and develop staff.</li> <li>Communicated 90 day and annual performance reviews for direct reports.</li> <li>Implemented creative ways to present financial information during monthly meetings.</li> <li>Mentored and encouraged creative lateral thinking among staff for growth and development.</li> </ul>			
REASON FOR LEAVING: Full-time position opened at Belk.			

#### CERTIFICATES AND LICENSES

TYPE: Five Star Management	
LICENSE NUMBER:	ISSUING AGENCY: Palmetto Citizens Federal Credit Union
TYPE: Conflict Resolution	
LICENSE NUMBER:	ISSUING AGENCY: Midlands Technical College
TYPE: South Carolina Notary Public	
LICENSE NUMBER:	ISSUING AGENCY: Office of Secretary of State
TYPE: Bank Secrecy Act	
LICENSE NUMBER:	ISSUING AGENCY: Carolinas Credit Union League
TYPE: Consumer Lending School	
LICENSE NUMBER:	ISSUING AGENCY: Credit Union National Association

#### Skills

OFFICE SKILLS: Typing: 45 Data Entry: 0
---

**OTHER SKILLS:**

Microsoft Word - Expert - 20 years and 0 months  
 Publisher - Skilled - 10 years and 0 months  
 Excel - Skilled - 10 years and 0 months  
 PowerPoint - Expert - 15 years and 0 months  
 Outlook - Expert - 15 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION**

Miscellaneous  
 Supervisory Certification  
 Giving & Receiving Useful Feedback  
 General Principles Of Motivation  
 Volunteer Experience  
 Walk For Life, Breast Cancer Awareness  
 Families Helping Families  
 Back-To-School Bash  
 Service Center Financial Education Spokesperson  
 Assistant Treasurer, ECW Circle  
 Professional Associations  
 University of South Carolina - Alumni Board Member

**REFERENCES**

<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Sandra Cocklin	<b>POSITION:</b> Benefits Manager
<b>ADDRESS: (Street, City, State, Zip Code)</b> 2414 Bull Street, Columbia, South Carolina 29202		
<b>EMAIL ADDRESS:</b> sandra686@aol.com		<b>PHONE NUMBER:</b> (803) 404-4701
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Connie Sharper	<b>POSITION:</b> Supervisor Committee Chairperson
<b>ADDRESS: (Street, City, State, Zip Code)</b> 12 Pepperwood Court, Columbia, South Carolina 29229		
<b>EMAIL ADDRESS:</b> conniesharper@hotmail.com		<b>PHONE NUMBER:</b> (803) 238-5326
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Michael Smith	<b>POSITION:</b> Sales Associate
<b>ADDRESS: (Street, City, State, Zip Code)</b> 41 Cocksfield Court, Columbia, South Carolina 29212		
<b>EMAIL ADDRESS:</b> mc3group@yahoo.com		<b>PHONE NUMBER:</b> (803) 239-6117

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Tully A. Maragakis, MBA  
7440 Broad River Road, Irmo, SC 29063  
803-732-8442  
  
Regina Smothers  
6437 Garners Ferry Road, Columbia, SC 29209  
803-360-7369
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Veronica R Tribble on 4/17/14 9:21 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_



## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Vant, James T  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/15/14 11:41 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Vant, James T		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1124 Friarsgate Blvd, Irmo, South Carolina 29063		
HOME PHONE: (803) 465-0125	ALTERNATE PHONE: (803) 781-6128	EMAIL ADDRESS: jamestvant@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 100176632	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$46,169.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To obtain regular full time employment by the state government of South Carolina	

## EDUCATION

DATES: From: 8/2010 To: 5/2012	SCHOOL NAME: Claflin University	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Masters of Business Administration	UNITS COMPLETED: 4 - Semester	
DATES: From: 8/2006 To: 5/2010	SCHOOL NAME: Claflin University	
LOCATION: (City, State) Orangeburg, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Management	UNITS COMPLETED: 8 - Semester	

## WORK EXPERIENCE

DATES: From: 7/2011 To: Present	EMPLOYER: South Carolina Department of Revenue	POSITION TITLE: Income Office Auditor II
ADDRESS: (Street, City, State, Zip Code) 300B Outlet Pointe Boulevard, Columbia, South Carolina 29210		COMPANY URL: <a href="http://www.sctax.org">http://www.sctax.org</a>
PHONE NUMBER: (803) 898-5453	SUPERVISOR: Shaneika Holmes - Supervisor of Filing Enforcement	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$30,398.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Utilize broad knowledge of application of accounting and auditing principles and practices to perform audits of taxpayers accounting records such as invoices, sales journals, general ledgers, bank statements, and inventory entries to determine compliance with tax laws, rules, and regulations. Assess liabilities and explains assessments to taxpayers. Evaluate financial information and arrange installment schedules for payments or prepares legal documents or correspondence to enter judgment against delinquent taxpayers. Apply Generally Accepted Accounting Principles in the analysis of taxpayers' records. Compile spreadsheets and audit notes. Prepare audit reports, re-computation reports and support material necessary to substantiate audit findings. Complete delinquent returns. Contact selected audit candidates to advise them of impending audit, set up the initial interview, and establish an audit schedule. Utilize personal computer software to perform audit and analysis. Interpret Federal and State laws and regulations relating to the administration and enforcement of tax provisions.		
REASON FOR LEAVING: Currently Employed		
DATES: From: 8/2010 To: 5/2011	EMPLOYER: Richland County School District One	POSITION TITLE: Substitute Teacher

ADDRESS: (Street, City, State, Zip Code) 1616 Richland Street, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 231-7000	SUPERVISOR: Rita J. Whitmire - Coordinator of Certified Employment Services	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Directs and evaluates the learning experiences of students in both curricular and extracurricular activities.</li> <li>• Provides guidance to students that will promote their proper educational development and welfare.</li> <li>• Responsible for student accounting and provides for the care and protection of school property.</li> <li>• Maintains cordial relationships with colleagues, follows the ethics of the profession, and supports actively the parent-teacher organization.</li> <li>• Enforces policies and regulations as established by the board and professional staff, and accept a fair share of supervisory duties at pupil activities in buildings and on grounds during school hours.</li> </ul>		
REASON FOR LEAVING: Completed School Year		
DATES: From: 5/2009 To: 8/2009	EMPLOYER: South Carolina Retirement Systems	POSITION TITLE: Intern
ADDRESS: (Street, City, State, Zip Code) 202 Arbor Lake Drive, Columbia, South Carolina 29223		COMPANY URL:
PHONE NUMBER: (803) 737-6800	SUPERVISOR: Kelli Gower	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> <li>• Keyed in information regarding retirement</li> <li>• Mailed notices about any changes in retirement and/or in customers account</li> <li>• Changed addresses for any member who has moved</li> </ul>		
REASON FOR LEAVING: Internship was completed		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

Nothing Entered For This Section

#### REFERENCES

REFERENCE TYPE: Personal	NAME: Charnice Starks-Ray	POSITION: Teacher
ADDRESS: (Street, City, State, Zip Code) 326 Nichols Branch Ln, Irmo, South Carolina 29063		
EMAIL ADDRESS: cstarks18@yahoo.com		PHONE NUMBER: (803) 941-7406
REFERENCE TYPE: Professional	NAME: Inger Ferguson	POSITION: Principal
ADDRESS: (Street, City, State, Zip Code) 361 Spruce Glen Rd., Lexington, South Carolina 29072		
EMAIL ADDRESS:		PHONE NUMBER: (803) 214-2380

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
Yes
4. If so, in which agency do you currently work?  
South Carolina Department of Revenue
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Reference  
Name: Charnice Starks-Ray  
Address:  
326 Nichols Branch Ln  
Irmo, SC 29063  
Phone: (803) 941-7406  
Email: cstarks18@yahoo.com  
Reference  
Name: Inger Ferguson  
Address:  
361 Spruce Glen Rd.  
Lexington, SC 29072  
Phone: (803) 214-2380
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by James T Vant on 4/15/14 11:41 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Visbisky, Robert F  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 1:10 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Visbisky, Robert F		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 251 Harrow Circle, Aiken, South Carolina 29803		
HOME PHONE:	ALTERNATE PHONE: (803) 295-1704	EMAIL ADDRESS: rvisbisky@hotmail.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 003641334	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$26.50 per hour; \$55,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: Continue my career in government finance while working with a larger staff, larger budget, and obtaining GFOA certification.	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Albright College	
LOCATION: (City, State) Reading, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: B.S. Accounting 1988		UNITS COMPLETED: 120 - Semester

## WORK EXPERIENCE

DATES: From: 2/2014 To: 4/2014	EMPLOYER: SCOTT AND COMPANY, CPA, LLC	POSITION TITLE: ASSURANCE SENIOR
ADDRESS: (Street, City, State, Zip Code) 1441 MAIN STREET SUITE 800, COLUMBIA, South Carolina 29201		COMPANY URL:
PHONE NUMBER: 803-256-6021	SUPERVISOR: DON MOBLEY - PRINCIPAL	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,833.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Planned and performed audits of school districts, government, non-profit and for profit entities, prepared income tax returns for individuals, corporations and non-profit organizations.		
REASON FOR LEAVING: THIS IS A TEMPORARY POSITION		
DATES: From: 9/2008 To: 6/2013	EMPLOYER: Barnwell County Government	POSITION TITLE: Finance Director
ADDRESS: (Street, City, State, Zip Code) 57 Wall Street, Barnwell, South Carolina 29812		COMPANY URL:
PHONE NUMBER: (803) 541-1085	SUPERVISOR: Pickens Williams - County Administrator	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 45	SALARY: \$3,650.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Responsible for all aspects of the County's compliance with Government Accounting Standards to include maintaining the general ledger in accordance with GAAP and all financial reporting projects up to and including preparing the County's financial statements for audit, preparation of MD&A and Compliance with Single Audit requirements. Act as liaison with County's external auditors and coordinate the annual audit process. Establish and maintain internal control procedures. Coordinate activities and budgets with other County department. Coordinate and direct the County budget planning and monitoring system		

REASON FOR LEAVING: Better Opportunity.		
DATES: From: 2/2011 To: 4/2013	EMPLOYER: Michael Salazar, Certified Public Accountant	POSITION TITLE: Associate
ADDRESS: (Street, City, State, Zip Code) 3604 Wheeler Road, Suite B, Augusta, Georgia 30909		COMPANY URL:
PHONE NUMBER: (706) 863-6228	SUPERVISOR: Michael Salazar - Principal	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Perform Quality Reviews of tax returns to ensure filing accuracy. Returns include Individual, Corporate and Non-profit.		
REASON FOR LEAVING: Still working there on a seasonal basis.		
DATES: From: 1/2008 To: 7/2008	EMPLOYER: Anderson and Adkins CPA	POSITION TITLE: Audit Manager
ADDRESS: (Street, City, State, Zip Code) 604 Ponder Place, Evans, Georgia 30809		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Scott Adkins - Partner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 45	SALARY: \$4,167.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Plan, perform and supervise audits of government, non-profit and for profit entities. Prepare financial statements and perform client advisory services.		
REASON FOR LEAVING: Leave Public Accounting		
DATES: From: 9/2007 To: 1/2008	EMPLOYER: Self Employed	POSITION TITLE: Audit Senior
ADDRESS: (Street, City, State, Zip Code) 251 Harrow Circle, Aiken, South Carolina 29803		COMPANY URL:
PHONE NUMBER: (803) 295-1704	SUPERVISOR: Don Mobley - Partner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$5,200.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Audit of South Carolina State Agencies (including SC ESC) and Horry County, SC - working with Scott McElveen LLP.		
REASON FOR LEAVING: Joined an Augusta CPA firm full time.		
DATES: From: 2/2007 To: 9/2007	EMPLOYER: Cherry Bekaert & Holland, LLP, CPA's	POSITION TITLE: Audit Manager
ADDRESS: (Street, City, State, Zip Code) 1029 Greene St, Augusta, Georgia 30901		COMPANY URL:
PHONE NUMBER: (706) 724-3557	SUPERVISOR: Bonnie Cox - Partner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 55	SALARY: \$5,292.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Supervised audits of government, (including Augusta, Richmond County, GA) for profit and non-profit entities, Reviewed income tax returns, Performed compilations and reviews for business clients, maintained personal contact with clients, Prepared and presented proposals to potential clients.		
REASON FOR LEAVING: Return to a smaller firm.		
DATES: From: 3/2000 To: 2/2007	EMPLOYER: Burkett, Burkett & Burkett CPA's, P.A.	POSITION TITLE: Assurance Senior
ADDRESS: (Street, City, State, Zip Code) 2988 Sunset Boulevard, West Columbia, South Carolina 29169		COMPANY URL:
PHONE NUMBER: (803) 794-3712	SUPERVISOR: Ronny Burkett - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 55	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Supervised audits of governments (including school district audits), for profit and non-profit entities, Prepared income tax returns for individuals, corporations and non-profit organizations, Performed compilations and reviews for business clients, maintained personal contact with clients, participated on various engagements with alliance firms auditing a variety of different industries from construction to manufacturing to medical throughout the southeast.		
REASON FOR LEAVING: Work closer to home		
DATES: From: 9/1997 To: 3/2000	EMPLOYER: South Carolina Department of Alcohol and Other Drug Abuse Services	POSITION TITLE: Auditor

ADDRESS: (Street, City, State, Zip Code) 2414 Bull Street, Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER: (803) 269-5557	SUPERVISOR: Cheryl Johnson / Lillian Roberson - Dir of Finance	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 45	SALARY: \$2,917.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Responsible for developing protocol for sub-recipient monitoring under the Single Audit Act, initiated the agency's first checklist for audit follow-up under GAS and OMB guidelines, Reviewed external audits of sub-recipients for compliance, Conducted presentations for sub-recipients to educate their financial staff on internal control and Single Audit requirements.		
REASON FOR LEAVING: ACCEPTED A MORE CHALLENGING OFFER		
DATES: From: 11/1996 To: 8/1997	EMPLOYER: Norman Johnson & Co PA	POSITION TITLE: Assurance and Tax Senior
ADDRESS: (Street, City, State, Zip Code) 191 N Daniel Morgan Ave, Spartanburg, South Carolina 29306		COMPANY URL:
PHONE NUMBER: (864) 573-8623	SUPERVISOR: Jim Norman - Partner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$2,667.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Worked as a Tax Senior preparing income tax returns for individuals, corporations and non-profit organizations, Performed audits of government, for profit and non-profit entities		
REASON FOR LEAVING: Return to Government after receiving certification		
DATES: From: 8/1995 To: 11/1996	EMPLOYER: SHEHEEN, HANCOCK & GODWIN, LLP	POSITION TITLE: Assurance and Tax Senior
ADDRESS: (Street, City, State, Zip Code) 1011 Fair Street, Camden, South Carolina 29021		COMPANY URL:
PHONE NUMBER: (803) 432-1424	SUPERVISOR: Austin Sheheen - Partner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$2,375.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Worked as a senior with local CPA firm in order to obtain two year's experience to become certified, Prepared income tax returns for individuals, corporations and non-profit organizations, Performed audits of government, for profit and non-profit entities		
REASON FOR LEAVING: Continue CPA experience at a firm with more responsibilities and more government audits		
DATES: From: 3/1990 To: 8/1995	EMPLOYER: State of South Carolina – Office of the Governor	POSITION TITLE: Field Audit Supervisor
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina 29201		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Steve Parks - CFO	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,292.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Supervised the audit team for the State of South Carolina which examined FEMA grants related to Hurricane Hugo to ensure compliance and prevent fraud and abuse. Audits were performed in accordance with generally accepted auditing standards, generally accepted government auditing standards, OMB requirements and applicable FEMA regulations		
REASON FOR LEAVING: Gain experience under a CPA so I could become certified		

#### CERTIFICATES AND LICENSES

TYPE: CPA	
LICENSE NUMBER: 5176	ISSUING AGENCY: SC

#### Skills

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: MS Office - Skilled - 15 years and 0 months
LANGUAGE(S):

#### ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Personal	NAME: Frank Quattlebaum	POSITION: Principal
ADDRESS: (Street, City, State, Zip Code) 108 N Parler Ave, Saint George, South Carolina 29477		
EMAIL ADDRESS: rfank@quattlebaumlaw.com		PHONE NUMBER: (843) 563-2112
REFERENCE TYPE: Professional	NAME: Lillian Roberson	POSITION: Manager, Division of Operations
ADDRESS: (Street, City, State, Zip Code) 2414 Bull Street, Columbia, South Carolina 29201		
EMAIL ADDRESS: lroberson@daodas.state.sc.us		PHONE NUMBER: (803) 896-1145
REFERENCE TYPE: Professional	NAME: Michael Salazar	POSITION:
ADDRESS: (Street, City, State, Zip Code) 3604 Wheeler Road, Suite B, augusta, Georgia 30909		
EMAIL ADDRESS:		PHONE NUMBER: (706) 863-6228
REFERENCE TYPE: Professional	NAME: Wendall Gibson	POSITION: County Treasurer
ADDRESS: (Street, City, State, Zip Code) 57 Wall Street, Barnwell, South Carolina 29812		
EMAIL ADDRESS:		PHONE NUMBER: (803) 541-1058
REFERENCE TYPE: Professional	NAME: Don Mobley	POSITION: Principal
ADDRESS: (Street, City, State, Zip Code) 1441 Main St, Suite 800, Columbia, South Carolina 29201		
EMAIL ADDRESS:		PHONE NUMBER: 803-256-6021



Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
See References
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Robert F Visbisky on 4/16/14 1:10 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Wade, Lisa T  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/16/14 10:37 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Wade, Lisa T		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1201 Chadford Rd., Irmo, South Carolina 29063		
HOME PHONE: 803-781-6849	ALTERNATE PHONE: 803-896-9542	EMAIL ADDRESS: cl52480@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 003342270	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: To use the knowledge obtained from working in state government and the application of skills gained from my degree for assurance of fiscal accountability. It is important to ensure accurate documentation of financial transactions and timely receipt of all monies in order to utilize the funds for the mission of the agency. The goal is to be good stewards of taxpayers monies while pursuing the mission as dictated by the agency.	

## EDUCATION

DATES: From: 3/2010 To: 1/2014	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State) Phoenix, Arizona	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting		UNITS COMPLETED: 120 - Semester
DATES: From: 9/1978 To: 1/1980	SCHOOL NAME: Georgia State University	
LOCATION: (City, State) Atlanta, Georgia	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Accounting		UNITS COMPLETED: 60 - Quarter
DATES: From: 9/1973 To: 6/1978	SCHOOL NAME: Shamrock High School	
LOCATION: (City, State) Decatur, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 4/2004 To: Present	EMPLOYER: State of South Carolina- Department of Juvenile Justice	POSITION TITLE: Program Assistant
ADDRESS: (Street, City, State, Zip Code) 4900 Broad River Road, Columbia, South Carolina 29212		COMPANY URL: <a href="http://www.state.sc.us/djj">www.state.sc.us/djj</a>
PHONE NUMBER: 896-9542	SUPERVISOR: Jennifer Loschiavo - Medicaid Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 37.5	SALARY: \$2,672.08/month	# OF EMPLOYEES SUPERVISED:

**DUTIES:**

Complete all billable services for the agency for submission to the Department of Health Human Services for Medicaid reimbursement including psychological and targeted case management (TCM) services. Participate with JJMS Steering Committee and act as a liaison representing Medicaid office with programming area of the JJMS system for to help resolve issues and the development of billing system for the transmission of Medicaid services including changes and updates. Interact with case managers statewide concerning TCM services from billing the services to corrections (debit adjustments) of services. Interact with Psychologist and Social Workers in regards to billable services and Medical Necessity Statements, which are used when juveniles enter placements out of home. Receive Department of Health and Human Services 254 form for Therapeutic Foster Care services and supply providers with it and the MNS. Use Excel to maintain tracking log of placements statewide. Sometimes these services too must be debited and returned to DHHS. Once payment is received, I process the receivables for payment to the different providers. Utilize Excel in the form of spreadsheets to track all monies received. Maintain Office of Compliance and Medicaid Services activities for the month including reimbursements, trainings, audits, and Medicaid applications and prepare a monthly report for the Medicaid Administrator.

**REASON FOR LEAVING:**

Completed my Bachelor's of Science in Accounting degree in January of this year and would like to use my acquired knowledge to help to make our agency a fiscally sound agency for the State of South Carolina.

<b>DATES:</b> From: 6/2000 To: 7/2003	<b>EMPLOYER:</b> State of South Carolina- Department of Social Services	<b>POSITION TITLE:</b> Fiscal Technician
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1535 Confederate Avenue Extension, Columbia, South Carolina 29202-1520		<b>COMPANY URL:</b> <a href="http://dss.sc.gov">http://dss.sc.gov</a>
<b>PHONE NUMBER:</b> 803-898-7601	<b>SUPERVISOR:</b> Stanley Krugler - Program Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 37.5	<b>SALARY:</b> \$1,833.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Processed all child support for the State of South Carolina for submission to the Comptroller General on a daily basis. Processed contracts for providers and bill monthly services for reimbursement for the providers on a monthly basis to the Comptroller General. In charge of developing new contract amounts using PCA codes for the different funding types of contracts, whether it be federal, state, or local. The office operated on the state fiscal year including the 13th month close and all services must be processed in this manner. Quite a few of the contracts were based on the federal year and some on the calendar year as well.

**REASON FOR LEAVING:**

Reduction in force

<b>DATES:</b> From: 3/1989 To: 4/2000	<b>EMPLOYER:</b> Edu Care Children's Center	<b>POSITION TITLE:</b> Director (Manager)
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1718 Spring Garden Street, Greensboro, North Carolina 27403		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 336-272-9321	<b>SUPERVISOR:</b> Lyn - Banner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,667.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

Manage daily operations of the child care center. In charge of all personnel, maintained children's files in compliance with the Department of Social Services and the State of South Carolina. Responsible for daily reports, monthly reports, collections of fees and individual families accounts, ABC Child Care Program (state), Child/Adult Food Program (federal). Maintain all paperwork affiliated with these programs and developed compliance menus for the food program. Developed educational plan for the preschool and maintained afterschool program, including homework and summer program. At one time the center had over 200 children before economic situations and afterschool programs in school system brought the enrollment down and forced the center to close.

**REASON FOR LEAVING:**

Child Care center closed

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing: 40  
Data Entry: 0

**OTHER SKILLS:**

Microsoft Works including Excel, Word, Powerpoint - Skilled - 14 years and 0 months  
Juvenile Justice Management System - Expert - 8 years and 0 months

**LANGUAGE(S):**

English - ☒ Speak ☒ Read ☒ Write  
Spanish - ☒ Speak ☒ Read ☒ Write

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> June Clayton	<b>POSITION:</b> Mrs.
--	------------------------------	--------------------------

ADDRESS: (Street, City, State, Zip Code) 220 Rainsborough Way, Columbia , South Carolina 29229		
EMAIL ADDRESS: JNCLAY@scdjj.net		PHONE NUMBER: 699-0434
REFERENCE TYPE: Professional	NAME: Agnes Hedrick	POSITION: Mrs.
ADDRESS: (Street, City, State, Zip Code) 203 Cleveland School Road , Camden, South Carolina 29020		
EMAIL ADDRESS: EAHEDR@scdjj.net		PHONE NUMBER: 432-1739

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
Yes
  4. If so, in which agency do you currently work?  
Department of Juvenile Justice- Office of Compliance and Medicaid
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
June Clayton  
  
Jennifer Loschiavo
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Lisa T Wade on 4/16/14 10:37 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Wideman, Ramon O  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/18/14 9:26 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Wideman, Ramon O		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 423 Staffordshire Road, Columbia, South Carolina 29203		
HOME PHONE: (803) 727-4493	ALTERNATE PHONE:	EMAIL ADDRESS: ramonwideman@bellsouth.net
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007641810	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends	
OBJECTIVE: A permanent, career based, professional position with the state of South Carolina focused in the combined or individual areas of finance, accounting, or management	

## EDUCATION

DATES: From: 12/2010 To: Present	SCHOOL NAME: Walden University	
LOCATION: (City, State) Minneapolis, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Management/Organizational Change & Leadership		UNITS COMPLETED: 74 - Quarter
DATES: From: 1/2007 To: 10/2009	SCHOOL NAME: Webster University	
LOCATION: (City, State) St. Louis, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Health Administration		UNITS COMPLETED:
DATES: From: 8/2005 To: 10/2006	SCHOOL NAME: Webster University	
LOCATION: (City, State) St. Louis, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Administration		UNITS COMPLETED:
DATES: From: 8/2003 To: 5/2005	SCHOOL NAME: Webster University	
LOCATION: (City, State) St. Louis, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Management		UNITS COMPLETED:
DATES: From: 8/1998 To: 5/2002	SCHOOL NAME: University of South Carolina	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science/Public Administration		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 5/2011 To: 12/2013	EMPLOYER: MorningStar Fellowship Church	POSITION TITLE: Chief Financial Officer
------------------------------------	--	--

ADDRESS: (Street, City, State, Zip Code) 375 Star Light Drive, Ft. Mill, South Carolina 29715		COMPANY URL: www.morningstarministries.org
PHONE NUMBER: (803) 802-5544	SUPERVISOR: David Yarnes - Executive Vice President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,833.33/month	# OF EMPLOYEES SUPERVISED: 11
DUTIES: <ul style="list-style-type: none"> <li>• Negotiate with banks, investors, and advisors to provide adequate, cost-effective capital solutions to meet the ministry's needs.</li> <li>• Plan and direct new operational procedures to obtain efficiencies and reduce costs.</li> <li>• Direct the receipt, disbursement, and expenditure of all financial assets belonging to the ministry.</li> <li>• Forecast the intermediate and long-term liquidity needs of the ministry.</li> <li>• Track the ministry's financial performance relative to the terms of financing agreements.</li> <li>• Manage accounting, fiscal plant, safety, and daycare departments of the ministry.</li> <li>• Assist in the management of the technology, multimedia, and marketing needs of the ministry.</li> <li>• Assist in the financial and administrative management of MorningStar University.</li> <li>• Supervise the investment of funds.</li> <li>• Provide weekly reporting of cash flows.</li> <li>• Prepare monthly financial statements.</li> <li>• Prepare the annual budget for the ministry.</li> <li>• Oversee completion of the annual audit.</li> </ul>		
REASON FOR LEAVING: Seeking a position closer to home		
DATES: From: 6/2007 To: 4/2011	EMPLOYER: Benedict College	POSITION TITLE: Assistant Vice President for Business and Finance
ADDRESS: (Street, City, State, Zip Code) 1600 Harden Street, Columbia, South Carolina 29204		COMPANY URL: www.benedict.edu
PHONE NUMBER: (803) 253-5000	SUPERVISOR: Brenda Walker - Vice President for Business and Finance	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,250.00/month	# OF EMPLOYEES SUPERVISED: 15
DUTIES: <ul style="list-style-type: none"> <li>• Served as a member of the senior management team for the Vice President of Business and Finance participating in day-to-day decision making.</li> <li>• Served as a member of the institution's Compliance Certification Accreditation Committee.</li> <li>• Served as a member of the institution's Commission on Colleges of the Southern Association of Colleges and Schools Leadership Team.</li> <li>• Managed the accounts payable process.</li> <li>• Oversaw the financial reporting, budgeting, and procurement functions of the College.</li> <li>• Managed the physical plant operations of the College for all campus facilities.</li> <li>• Directed the College bookstore and post office operations.</li> <li>• Managed the capital funding process.</li> <li>• Monitored and developed key business indicators to ensure the College achieves its planned results as well as proactively identify value-add analysis that can positively influence the financial or operational results of the institution.</li> <li>• Coordinated and prepared the annual financial operating and capital plan, the long-term strategic plan, financial forecasts, financial statement analyses, and ad-hoc analyses.</li> </ul>		
Director of Financial Planning & Analysis Benedict College (Private, Nonprofit Institution), Columbia, SC, June 2007 – August 2009 <ul style="list-style-type: none"> <li>• Helped College to achieve positive cash flows from operations in the amount of \$3.5 million and \$5.5 million for fiscal years 2008 and 2009 respectively.</li> <li>• Helped College to increase net assets by \$1.7 million for fiscal year 2009.</li> <li>• Reviewed and approved all official financial transactions of the College for budget authority.</li> <li>• Developed and implemented systems, processes, and reports that enhance the quality and availability of financial information and operational metrics to aid in management and control of the business.</li> <li>• Analyzed, planned, projected, and interpreted the financial results of the College.</li> <li>• Developed and implemented new financial planning systems and processes that enhanced management decision making and improved access to information.</li> <li>• Managed the development of cash flow forecasts.</li> <li>• Analyzed the College's short-term and long-term cash requirements and estimated appropriate lines of credit.</li> <li>• Provided financial data needed for grant proposals and federally funded research initiatives.</li> </ul>		
Manager of Finance and Operations/ Business Manager The South Carolina Education Association (Nonprofit Organization), Columbia, SC, January 2006 – March 2007 <ul style="list-style-type: none"> <li>• Served as a member of the senior management team participating in day-to-day decision making.</li> <li>• Supervised and managed all administrative and financial activities of the Association to include accounting, auditing, affiliate compliance and financial reporting.</li> <li>• Coordinated the annual budgeting process and administered the agency budget of \$3,000,000 in annual receipts.</li> <li>• Managed the updating and maintenance of The SCEA membership database consisting of over 10,000 unique records.</li> <li>• Managed association properties to include financing, leasing, redesigning/renovating, tenant relations, and maintenance.</li> <li>• Served as Chief Information Technology Officer for the organization.</li> <li>• Directed daily association business operations to include the negotiation and administration of contracts, staff management, new employee set-up and orientation, accounting, and information technology.</li> <li>• Provided comprehensive human resource services for staff of 25 employees.</li> </ul>		

National Association and Franchise Business Accounts Manager/  
Executive Assistant for the Head of National Account Management  
SRC – An Aetna Company, Columbia, SC, January 2005 – December 2005

- Managed all aspects of the B2B service relationships for over 170 unique client groups representing over \$1.5 million dollars in annualized premium.
- Created collaborative partnerships with sales to develop a comprehensive growth strategy for assigned book of business that was aligned with customer's objectives, financial position and employee benefit strategy.
- Managed and executed the sales and renewal process to include quoting, proposal development and presentation, and product implementation (i.e. open enrollment).
- Led communication and planning among key stakeholders that ultimately results in the delivery of a successful finalist presentation of an existing customer.
- Created management reports for maintaining staffing models, monitoring client cancellations, tracking renewals, examining premium and data exceptions, regulating staff travel, and tracking turn around time for internal processes as well as printing, packaging and mailing services.
- Managed the workflow of confidential business material on behalf of the Head of National Account Management.
- Developed high-end executive reporting packages for clients and brokers.
- Prepared complex budget, participation, premium tracking and renewal reports for the Head of National Account Management and the Vice President of Operations.
- Oversaw special projects as assigned.

## REASON FOR LEAVING:

Organizational restructuring

DATES: From: 1/2006 To: 3/2007	EMPLOYER: The South Carolina Education Association	POSITION TITLE: Manager of Finance and Operations
ADDRESS: (Street, City, State, Zip Code) 421 Zimacrest Drive, Columbia, South Carolina 29210	COMPANY URL: www.thescea.org	
PHONE NUMBER:	SUPERVISOR: Chip Zullinger - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,416.67/month	# OF EMPLOYEES SUPERVISED: 6

## DUTIES:

- Served as a member of the senior management team participating in day-to-day decision making.
- Supervised and managed all administrative and financial activities of the Association to include accounting, auditing, affiliate compliance and financial reporting.
- Coordinated the annual budgeting process and administered the agency budget of \$3,000,000 in annual receipts.
- Managed the updating and maintenance of The SCEA membership database consisting of over 10,000 unique records.
- Managed association properties to include financing, leasing, redesigning/renovating, tenant relations, and maintenance.
- Served as Chief Information Technology Officer for the organization.
- Directed daily association business operations to include the negotiation and administration of contracts, staff management, new employee set-up and orientation, accounting, and information technology.
- Provided comprehensive human resource services for staff of 25 employees.

## REASON FOR LEAVING:

Personal reasons - illness in family

DATES: From: 1/2005 To: 12/2005	EMPLOYER: SRC - An Aetna Company	POSITION TITLE: National Association and Franchise Business Accounts Manager
ADDRESS: (Street, City, State, Zip Code) 221 Dawson Road, Columbia, South Carolina 29223	COMPANY URL: www.aetna.com	
PHONE NUMBER:	SUPERVISOR: Leigh Anne Neil - Head of National Account Management	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,750.00/month	# OF EMPLOYEES SUPERVISED:

## DUTIES:

- Managed all aspects of the B2B service relationships for over 170 unique client groups representing over \$1.5 million dollars in annualized premium.
- Created collaborative partnerships with sales to develop a comprehensive growth strategy for assigned book of business that was aligned with customer's objectives, financial position and employee benefit strategy.
- Managed and executed the sales and renewal process to include quoting, proposal development and presentation, and product implementation (i.e. open enrollment).
- Led communication and planning among key stakeholders that ultimately results in the delivery of a successful finalist presentation of an existing customer.
- Created management reports for maintaining staffing models, monitoring client cancellations, tracking renewals, examining premium and data exceptions, regulating staff travel, and tracking turn around time for internal processes as well as printing, packaging and mailing services.
- Managed the workflow of confidential business material on behalf of the Head of National Account Management.
- Developed high-end executive reporting packages for clients and brokers.
- Prepared complex budget, participation, premium tracking and renewal reports for the Head of National Account Management and the Vice President of Operations.
- Oversaw special projects as assigned.

## REASON FOR LEAVING:

Seeking career growth and advancement

DATES: From: 6/2004 To: 12/2004	EMPLOYER: South Carolina Association of Nonprofit Organizations	POSITION TITLE: Manager of Finance and Administration
------------------------------------	--	--



ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		COMPANY URL: www.scanpo.org
PHONE NUMBER:	SUPERVISOR: Erin Hardwick - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,458.33/month	# OF EMPLOYEES SUPERVISED:
DUTIES: <ul style="list-style-type: none"> <li>• Maintained membership database of over 7,000 unique records.</li> <li>• Administered the agency budget of \$475,000 in annual receipts.</li> <li>• Managed the facility and technology needs of the organization.</li> <li>• Evaluated and reported on the quality, member benefit and financial benefit of organization sponsored and sales-related programs and services.</li> <li>• Oversaw the design and implementation of computer programs, systems and procedures, which assure accurate and effective administration and network operation procedures.</li> <li>• Served as Executive Assistant to the Executive Director.</li> </ul>		
REASON FOR LEAVING: Seeking career growth and advancement		
DATES: From: 11/2001 To: 5/2004	EMPLOYER: Palmetto AIDS Life Support Services	POSITION TITLE: Financial/Administrative Analyst
ADDRESS: (Street, City, State, Zip Code) Columbia, South Carolina		COMPANY URL: www.palss.org
PHONE NUMBER:	SUPERVISOR: Carmen Julious - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,208.33/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: <ul style="list-style-type: none"> <li>• Developed and implemented financial policies and procedures to ensure efficient and effective organizational and programmatic operations.</li> <li>• Managed the accounting department and all facility and technology needs of the organization.</li> <li>• Provided comprehensive human resource services for staff of 25 employees.</li> <li>• Served as Executive Assistant to the Executive Director.</li> </ul>		
REASON FOR LEAVING: Seeking career growth and advancement		

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

Nothing Entered For This Section

#### REFERENCES

REFERENCE TYPE: Professional	NAME: Kevin Butler	POSITION: Vice President of Global Commercial Banking, Bank of America
ADDRESS: (Street, City, State, Zip Code) 1901 Main Street, 3rd Floor, Columbia, South Carolina 29201		
EMAIL ADDRESS: kevin1.t.butler@bamf.com		PHONE NUMBER: (888) 852-5000 ext. 1602
REFERENCE TYPE: Professional	NAME: Craig Simpson	POSITION: President & CEO, Simpson Nonprofit Solutions
ADDRESS: (Street, City, State, Zip Code) 5200 Dallas Hwy, Powder Springs, Georgia 30127		
EMAIL ADDRESS: Craig@simpson-solutions.com		PHONE NUMBER: (678) 522-0047
REFERENCE TYPE: Professional	NAME: Brenda Walker	POSITION: Vice President of Fiscal Affairs, Allen University
ADDRESS: (Street, City, State, Zip Code) 1530 Harden Street, Columbia, South Carolina 29204		
EMAIL ADDRESS:		PHONE NUMBER: (803) 376-5700

Agency-Wide Questions

1. 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.  
No
2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
3. Are you currently employed by the State of South Carolina?  
No
4. If so, in which agency do you currently work?
5. Do you have any relatives employed with the State of South Carolina?  
No
6. If yes, please provide below the name(s), relationship, and agency.
7. Have you ever been terminated or forced to resign from any job?  
No
8. If yes, please explain.
9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Mr. Kevin Butler  
Vice President  
Global Commercial Banking  
Bank of America Merrill Lynch  
Bank of America, N.A.  
1901 Main Street, 3rd Floor  
Columbia, SC 29201  
Phone: (888) 852-5000 ext. 1602  
Email: kevin1.t.butler@baml.com  
  
Mrs. Brenda Walker  
Vice President for Fiscal Affairs  
Allen University  
1530 Harden Street  
Columbia, SC 29204  
Phone: (803) 376-5727  
Fax: (803) 376-5793  
Email: BWalker@allenuniversity.edu
11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Ramon O Wideman on 4/18/14 9:26 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_



## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Williamson-Holley, Barbara C  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/18/14 1:25 AM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Williamson-Holley, Barbara C		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 440 Maple St, Winnsboro, South Carolina 29180		
HOME PHONE: (803) 635-3717	ALTERNATE PHONE: (803) 718-2502	EMAIL ADDRESS: bwh213@aol.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007806069	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$0.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary, Seasonal	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE: My objective is to obtain a job in that will enable me to use the knowledge and skills I have acquired through my studies and work experience.	

## EDUCATION

DATES: From: 5/2009 To: 12/2014	SCHOOL NAME: Walden University	
LOCATION: (City, State) Minneapolis, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Business Administration/Leadership		UNITS COMPLETED: 140 - Semester
DATES: From: 8/2005 To: 5/2007	SCHOOL NAME: Webster University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Business Administration		UNITS COMPLETED:
DATES: From: 6/1999 To: 6/2004	SCHOOL NAME: South University	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Administration		UNITS COMPLETED:
DATES: From: 8/2001 To: 6/2002	SCHOOL NAME: Columbia Jr College	
LOCATION: (City, State) Columbia, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Accounting		UNITS COMPLETED:

## WORK EXPERIENCE

DATES: From: 6/2013 To: 3/2014	EMPLOYER: Southern Wesleyan University	POSITION TITLE: Business Instructor
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 12	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED:

<b>DUTIES:</b> Create relative, engaging lesson plans Perform research Collaborate with area businesses & colleagues to ensure instruction is industry appropriate Teach Business Statistics for Managers/Quantitative Methods for Managers		
<b>REASON FOR LEAVING:</b> Presently employed		
<b>DATES:</b> From: 3/2007 To: 11/2013	<b>EMPLOYER:</b> Fairfield County School District	<b>POSITION TITLE:</b> Business Education Instructor/Curriculum Coordinator
<b>ADDRESS: (Street, City, State, Zip Code)</b> Winnsboro, South Carolina 29180		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (803) 635-7823	<b>SUPERVISOR:</b> Dr. Fayette Nick - Principal	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b>SALARY:</b> \$4,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b> Received certification through the PACE program. Data analysis/manipulation. Completed Induction and ADEPT. Manage classroom with average of 25-30 students grades 9-12. Construct and carry out lesson plans that meet or exceed state standards and requirements. Attend meetings and conduct parent/teacher conferences. Teach and create the curriculum for Adult-Education courses such as accounting, computer technology and job skills. Teach Microsoft Office Suite to a blended classroom of learners both secondary & Adult Education. Developed a career services program for high school students and Adult - Ed students. Formed a partnership with Midlands Onestop to offer computer literacy courses at the Transition Center in Winnsboro, SC. Seek and maintain partnerships with area businesses and colleges in an effort to enhance the career services program. Provide classroom management and technology focused professional development training for teachers/district staff. Create and maintain a partnership with SC Works, to increase computer literacy in Fairfield County by offering 6-week computer courses and specialty workshops at the SC Works building downtown. PACE program participant and completer. Passed the Administration and Leadership Praxis. Served on Textbook adoption team. Administer HSAP both spring and fall. Familiar with Blackboard Learning, Web 2.0 & D2L on-line learning software.		
<b>REASON FOR LEAVING:</b> I am looking for a change in role and desire more growth professionally.		
<b>DATES:</b> From: 4/2001 To: 9/2007	<b>EMPLOYER:</b> Wachovia Bank	<b>POSITION TITLE:</b> Manager/Mentor/Trainer
<b>ADDRESS: (Street, City, State, Zip Code)</b>		<b>COMPANY URL:</b> www.wachovia.com
<b>PHONE NUMBER:</b> (800) 922-4684	<b>SUPERVISOR:</b> Dwayne Perry - Service Leader/Regional Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,800.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 12
<b>DUTIES:</b> Train new tellers, work as part of a team to create training manuals for tellers and teller managers, manage a teller line of about 10-12 employees. Manage the cash vault for the bank. Ensure that the branch was in compliance with company standards in reference to day to day operations and record keeping and safety. Ensure the team as well as each individual reach predetermined sales goals. Perform periodic and surprise audits to ensure branch operations and tellers were in compliance with corporate/federal guidelines. I also was responsible for employee yearly evaluations and salary recommendations. Employees were evaluated quarterly using balanced scorecards. Process financial transactions, analyze and shop for customer needs to offer appropriate banking solutions/products. Service customer accounts. Research customer accounts to reconcile any disputes/inquiries. Provide account maintenance for customers. Balance cash drawer. Work in a high demanding/fast paced atmosphere. Provide exceptional customer service. Handle all escalated customer issues. Order supplies and manage the upkeep of the branch. In an effort to reduce the employee turnover rate and attract more qualified employees, Wachovia developed an Attract and Retention Team, which I was apart of whose duty was to create recruiting sessions and put certain initiatives into place to attract and retain quality employees. Managed a six to seven figure branch budget for purchasing, promotion, public service & employee initiatives. Met & exceeded individual and team sales goals monthly, quarterly and annually.		
<b>REASON FOR LEAVING:</b> Had desire to have a career in education. Found a love for learning and teaching.		

#### CERTIFICATES AND LICENSES

<b>TYPE:</b> South Carolina Notary Public	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> South Carolina
<b>TYPE:</b> Teaching	
<b>LICENSE NUMBER:</b> 238792	<b>ISSUING AGENCY:</b> South Carolina State Dept. of Education
<b>TYPE:</b> Education Administration & Leadership	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> SCDE

#### Skills

<b>OFFICE SKILLS:</b> Typing: 75 Data Entry: 50
---

**OTHER SKILLS:**

10-key - Expert - 10 years and 0 months

Microsoft Office Suite - Expert - 10 years and 0 months

**LANGUAGE(S):**

English - ■ Speak ■ Read ■ Write

**ADDITIONAL INFORMATION****Additional Information**

I am very familiar with online learning, as well as in-class learning and developing the curricula for both. I am a member of SCBEA (South Carolina Business Education Association). Experienced w/ adult learners and different learning styles and how to appeal to them. I have served as the Computer Literacy Coordinator for the Fairfield County Adult Education for the past 5 years. I am also a member of the Professional Development team at FCHS as a part of satisfying the PLC (Professional Learning Committee) requirement. As a very ambitious person, I usually meet and exceed desired goals.

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

Dr. Nathaniel Bryan

**POSITION:**

Director of Adult Education

**ADDRESS: (Street, City, State, Zip Code)**

Winnsboro, South Carolina 29180

**EMAIL ADDRESS:**

nbryan@fairfield.k12.sc.us

**PHONE NUMBER:**

(803) 635-3050

**REFERENCE TYPE:**

Professional

**NAME:**

Amy Reardon-Mackey

**POSITION:**

Bank Manager

**ADDRESS: (Street, City, State, Zip Code)**

Columbia, South Carolina

**EMAIL ADDRESS:**

amy.reardon@wachovia.com

**PHONE NUMBER:**

(803) 732-8956

**REFERENCE TYPE:**

Professional

**NAME:**

Dr. Fayette Nick

**POSITION:**

Curriculum &amp; Instruction Coordinator

**ADDRESS: (Street, City, State, Zip Code)**

836 US Hwy 321 Bypass South, Winnsboro, South Carolina 29180

**EMAIL ADDRESS:**

fnick@fairfield.k12.sc.us

**PHONE NUMBER:**

(803) 635-1441

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
Yes
  4. If so, in which agency do you currently work?  
SCDE
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Dr. Nathaniel Bryan 803-635-4859  
Dwayne Perry 803-750-7804
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Barbara C Williamson-Holley on 4/18/14 1:25 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT APPLICATION



STATE OF SOUTH CAROLINA  
 Division of Human Resources 8301 Parklane Road, Suite A220  
 Columbia, South Carolina 29223  
 (803) 896-5300  
<http://www.jobs.sc.gov>

Wylie, Jacqueline  
 38705 ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470

Received: 4/17/14 3:56 PM  
 For Official Use Only:  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ACCOUNTING/FISCAL MANAGER I - 60015452, 60015457, 60015470		EXAM ID#: 38705
NAME: (Last, First, Middle) Wylie, Jacqueline		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 302 Guess Drive, Winnsboro, South Carolina 29180		
HOME PHONE: (803) 554-3193	ALTERNATE PHONE: 803-635-6895	EMAIL ADDRESS: jcwylie2@yahoo.com
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: SC Number: 007773212	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: \$18.00 per hour; \$37,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Weekends	
OBJECTIVE: To secure a position in which my communication, organization, professional, and interpersonal skills are utilized in an environment that promotes the opportunity for creativity and potential growth.	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Midlands Technical College	
LOCATION: (City, State) Winnsboro, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Vocational
MAJOR: Medical Assistant Medical Terminology	UNITS COMPLETED:	
DATES: From: 8/1994 To: 6/1997	SCHOOL NAME: Fairfield Central High School	
LOCATION: (City, State) Winnsboro, South Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 9/2011 To: Present	EMPLOYER: Aflac Group Insurance	POSITION TITLE: Group Sales Proposals/Group Enrollment Services
ADDRESS: (Street, City, State, Zip Code) 2801 Devine Street, Columbia, South Carolina 29205		COMPANY URL: aflac.com
PHONE NUMBER: 803-978-1401	SUPERVISOR: Brenda Bannister - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,500.00/month	# OF EMPLOYEES SUPERVISED:
DUTIES: Proposal Specialist I / Requests for Proposals (RFP) September 2011-Present Create proposal templates, write sections of the proposal, and finalizing in PDF format to meet required deadline; Researches, organizes, binding, writes, and edits standard and custom proposals in response to RFP's; Prepare response documents in MS Word, formatting per RFP requirement, including supplying basic company information in response to RFP questions Develops proposals including rate, plan definition and underwriting guidelines in partnership with the Actuarial and the Compliance Departments; Works closely with the sales team to ensure deliverables are met; Ensuring the proposal materials are accurate, timely and well written; Managed all proposal documents and ensured draft according to customer specification and requirements; Research to ensure correct industry rating is accurate per business type Collaborate with Underwriting and Compliance departments for accuracy; assist brokers with proposal questions; Responds to requests and inquiries from internal (underwriting department etc.) external (field-agents etc.) sources and provides appropriate solutions as needed; serves as the field point of contact through proposal process; receives notification for G0138's		
REASON FOR LEAVING: Career advancement, More challenging opportunity		



DATES: From: 3/2011 To: 4/2011		EMPLOYER: Aflac Group Insurance	POSITION TITLE: Account Service Specialist II
ADDRESS: (Street, City, State, Zip Code) 400 Laurel Street, Columbia, South Carolina 29201		COMPANY URL: aflac.com	
PHONE NUMBER: 803-978-1401	SUPERVISOR: Wendy Legrand - Supervisor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$31,000.00/month		# OF EMPLOYEES SUPERVISED:
DUTIES: Processes new business enrollment applications and new business policy conversion using multiple administration databases and systems; Review applications to ensure that all questions has been answered and that application; Input plan codes, and underwriting guidelines; key data onto formatted screen within computer system; verify accuracy and completeness of data entered; check for error codes and make necessary corrections; issue or suspend application as appropriate; Calculate and balance premiums; noting discrepancies for further research and resolution			
REASON FOR LEAVING: promotional move			
DATES: From: 11/2004 To: 8/2010		EMPLOYER: Blue Cross Blue Shield of SC	POSITION TITLE: Member Service Representative / Accounting Coordinator
ADDRESS: (Street, City, State, Zip Code) Percival Rd, Columbia, South Carolina 29229		COMPANY URL: bcbssc.com	
PHONE NUMBER: 803-264-0222	SUPERVISOR: Laura Skelly; Wanda Simon - Supervisors		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,500.00/month		# OF EMPLOYEES SUPERVISED:
DUTIES: Processing Medicare enrollment applications in membership and billing desktop and loading informs; Processing coordination of benefits; Processing insurance claims processing and adjudicating claims, updating member billing accounts; Research accounts daily for credit balances and process refunds; Work and prepare reports necessary to maintain acceptable levels of accounts; Research accounts daily for credit balances and process refunds. Auditing existing contract changes, group terminations; Disenrolling, Reinstating beneficiaries per guidelines Knowledge of Medicare Part A/B&D; Mentor new associates on special projects; Knowledge of Income Subsidy; Making inbound and outbound calls; Updating logs and records; Processing incoming mail, return mail, sorting, stamping and prepping			
REASON FOR LEAVING: Contract end			

#### CERTIFICATES AND LICENSES

TYPE: Medical Terminology	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: Medical Assistant	
LICENSE NUMBER:	ISSUING AGENCY:

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

Professional Associations  
Member Service Representative/Accounting Coordinator  
Account Service Specialist II

#### REFERENCES

REFERENCE TYPE: Professional	NAME: Keisha Jackson	POSITION: Accounting Specialist
ADDRESS: (Street, City, State, Zip Code) 4303 Jackson Creek, Winnsboro, South Carolina 29180		
EMAIL ADDRESS: kjackson@aflac.com		PHONE NUMBER: 803-414-6582

Agency-Wide Questions

1. 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.  
No
  2. If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction.
  3. Are you currently employed by the State of South Carolina?  
No
  4. If so, in which agency do you currently work?
  5. Do you have any relatives employed with the State of South Carolina?  
No
  6. If yes, please provide below the name(s), relationship, and agency.
  7. Have you ever been terminated or forced to resign from any job?  
No
  8. If yes, please explain.
  9. Can you, after employment, submit proof of your legal right to work in the United States?  
Yes
  10. Give the name, address, and phone number of two people, not relatives, who are familiar with your work.  
Keisha Jackson 4303 Jackson Creek rd, 803-414-6582  
Bridget Moody 107 Driftwood Ave Elgin SC 803-420-0677
  11. Have you been separated from South Carolina State Government employment as a part of a reduction-in-force within the past 12 months?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button as my electronic signature, I hereby certify that every statement I have made in this application and accompanying material is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By clicking on the "Accept" button as my electronic signature, I certify that I am not currently in default on any student loan. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the State of South Carolina and will not be returned.

Authority to Release Information: By clicking on the "Accept" button as my electronic signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State to make inquiries of third parties in connection with my application for employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment. If I requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from that employer prior to beginning work.

I understand that I must notify the agency with the vacant position of any changes in my name, address, or phone number.

This application was submitted by Jacqueline Wylie on 4/17/14 3:56 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_