

Candidate Objective . . .

A position in finance, accounting, auditing or data analysis in the Los Angeles area that will allow me to use my knowledge and experience gained from both working in finance as well as my education in accounting, finance and international business

Accounting and Finance Work Experience . . .

California International University – Los Angeles, CA www.ciula.edu

Mar 2017 - Present

Private business university serving international students from the far east

Instructor for Accounting, Finance and Computation

- Taught the following graduate courses in the master's program:
 - Managerial Finance
 - Principles of Finance
 - Accounting II
 - International Human Resources Management
 - Investment Theory
 - International Business Policy
- Taught the following courses in the undergraduate program:
 - Managerial Accounting
 - Introduction to Finance
 - Money and Banking

Indus Technology – San Diego, CA www.IndusTechnology.com

Mar 2008 – Jan 2011

Federal services contractor providing excellence in engineering, IT solutions and program management

Financial Analyst supporting the US Navy's Financial Improvement Program

- Developed business process diagrams identifying internal control points for SAP FICO modules using VISIO
- Planned audit tests to determine the strength of internal controls for IT general controls in SAP
- Executed audit tests with modified random sampling using SQL and Access to identify control weaknesses
- Recommended corrective action for management to strengthen internal controls in the SAP FICO modules
- Wrote audit reports and compiled presentations to senior managers of identified weaknesses

Sullivan International – San Diego, CA www.OneSullivan.com

Sep 2006 – Sep 2008

Contract firm providing quality applied science, engineering, and technology products and services

Financial Analyst supporting the US Navy's Financial Improvement Program

- Prepared monthly, quarterly and annual financial statements using Access and Excel
- Performed accounting reconciliations for prior-period adjustments in the GL
- Researched and wrote explanations of financial deviations from budget
- Developed business process diagrams and identified control points for financial reporting
- Identified weaknesses in the accounting systems and wrote recommendations for corrective action

Indus Technology – San Diego, CA www.IndusTechnology.com

Mar 2006 – Sep 2006

Federal services contractor providing excellence in engineering, IT solutions and program management

Financial Analyst supporting the US Navy's Financial Improvement Program

- Accounting reconciliations for prior period adjustments in the General Ledger (GL)
- Developed Statements of Procedures (SOP) for AP reconciliations in the GL
- Diagnosed and produced in VISIO process diagrams for accounting procedures
- Produced the monthly, quarterly and annual financial statements for the Navy Command (SPAWAR)

California College San Diego, San Diego, CA www.cc-sd.edu

Jan 2005 – Mar 2006

- Accounting, Finance, Taxation Instructor (adjunct faculty)
- Taught undergraduate students in a private 4-year college

- Taught following courses: Principles of Accounting, Cost Accounting, Real Estate Finance, Business Law, Auditing, Individual Taxation, Finance

Remington College, San Diego, CA

Mar 2003 – Jan 2005

- Accounting and Business Instructor (full time faculty)
- Taught following courses: Principles of Accounting, Business Law, Statistics, Finance, Marketing, Databases (Access), Computerized Accounting,

SBC Advanced Solutions – San Antonio, TX

May 2000 – Nov 2001

Data Communications and Circuit Management Subsidiary of SBC Communications

Area Manager for Financial Analysis (Financial Reports Division)

- Used MS Access to prepare monthly headcount report as part of financial and operations report
- Produced monthly operations metrics report for wire centers in four geographic areas
- Used SQL with Access to project headcount costs for future budgets
- On Financial Reports Team produced the quarterly and annual financial statements for management

Pacific Bell Internet Services – San Francisco, CA

May 1998 – May 2000

Internet Service Provider for California and Nevada

Senior Financial Analyst for Telecommunications Costs

- Reconciled circuit costs with wire centers and mode of transport (DSL, ATM, Frame Relay, etc.)
- Coordinated payment of circuit costs in SAP with Network engineers and Accounting
- Produced monthly reports in SAP showing costs of circuits at all POPs in California and Nevada
- Prepared variance reports on revenue/budget and cost in SAP
- Monitored effective cost control and budget management practices through monthly reports
- Produced cost variance analysis and monthly cost and status reports in SAP
- Gathered telecommunications circuit data from wire centers and constructed database in Access
- Maintained circuit database with cost of all circuits at wire centers
- Became go-to staff member for relaying complicated circuit information to managers of finance and operations

Wollborg/Michelson Agency – San Francisco, CA

Jan 1997 – May 1998

- Financial Analyst at *Pacific Bell Internet Services*

Relevant Education . . .

- **Master of Business Administration (MBA) -- San Francisco State University** **1991**
Major Concentration: Finance Minor: International Business
- **Certificate in Accounting -- University of California Berkeley** **1993**
24 hours in Accounting, Auditing, Business Law, and Computer Applications -- *Awarded with Distinction*
- **Certificate in Telecommunications Engineering -- University of California Berkeley** **2000**
20 hours in Data Communications, Network Engineering, Wireless Communication -- *Awarded with Distinction*

Computer Skills . . .

Advanced skills with **Microsoft Office** software -- **Excel, Access, Word, Visio, MS Project** and **PowerPoint**. Hands-on experience with **ERP systems (US NAVY)** and major accounting software packages, including on-the-job experience with Accounts Payable using **SAP** and 3 years' experience using **Oracle Browser** and **Oracle Financials**. Training and experience using **MS Access** and **Business Objects** for database querying using SQL as well as report building. Experience teaching Accounting applications for computers, including **Peachtree**, Excel, Access, PowerPoint, Word and **MS Project**. Courses completed in computer applications: **FORTRAN** programming, Computer Concepts and programming (word processing, spreadsheets, and databases) for Business, Relational Database Design, Advanced Seminar in Advanced Computer Applications for Management, Structured Query Language (SQL) for Oracle and Access, GW BASIC programming, Visual Basic programming, C++ programming, UNIX Operating System, Computer Accounting Systems and multiple courses in Telecommunications Network Engineering

Earlier Experience as an English InstructorCapabilities Profile . . .

- Consistently received outstanding student evaluations at Remington College, California College San Diego, Westwood College and California International University
- Experience using educational computer technology for instructional delivery (*Blackboard, PowerPoint, Adobe, WEB*)
- *California Community College Instructor Credential* in English (Language Arts and Literature)
- Certified *Language Development Specialist Credential* from California State Department of Education
- Experience teaching Technical Writing at the college level as well as on-the-job experience producing Technical Reports with graphics, prose, and multi-media
- Over 20 years' experience working in government, business, education and multi-national organizations
- On-the-job experience writing English for Science and Technology (EST) instructional materials for foreign students (Iran and Saudi Arabia)
- Many years' experience teaching international students from multiple ethnic and linguistic backgrounds
- Advanced computer skills with *MS Word, Excel, Access, Visio, Project, PowerPoint, Business Objects* and *Adobe Illustrator*
- Computer programming proficiency in relational databases for data retrieval and data mining using Structured Query Language (SQL) in *MS Access, Oracle* and *SAP*
- Over 15 years' experience teaching expository writing to both native and non-native speakers at the undergraduate and graduate levels
- Over 8 years' experience teaching English (composition, literature, grammar and creative writing) at the high school level in Virginia and California

Key Teaching Career Accomplishments . . .

- As an adjunct English Instructor at Westwood College in Los Angeles I taught courses in College English (Composition), Technical Writing, and Developmental English. When I arrived in 2014 the course in Technical Writing had become problematic for several reasons, one of which was that no English teacher wanted to teach it. The course was in the Information Technology (IT) Curriculum and focused on writing technical reports for IT. Having worked as a financial analyst in SBC Communications in the Internet as well as having a Certificate in Telecommunications Network Engineering, I had had much experience in writing these kinds of reports. Consequently, I was a natural fit for both the technical writing curriculum as well as the engineering students taking the course. **I Received outstanding student evaluations for 7 consecutive terms I taught at Westwood prior to its closure.**
- As a full time, **Accounting/Business Instructor** at Remington College and an adjunct Instructor at California College San Diego, I taught courses in many areas of accounting and business management. These students were over 80% ESL students. **Received outstanding student evaluations for all quarters I taught at Remington; selected Teacher of the Quarter (Winter 2004) by the Administration and Deans at Remington.**
- The San Francisco Unified School District at Galileo High School had a student population that was 90% Cantonese-speaking and no native speaker to teach World History to 5 classes of students when the previous teacher retired. I worked with the curriculum staff and the Chinese bi-lingual teaching aid to teach these students their basic content subject (World History) in English—specifically English for a Specific Purpose (ESP). **The students made rapid progress in ESL, and by mid-semester over 80% of the students were able to read the basic World History text in English with the aid of a dictionary and structured ESL teaching materials which I developed.**

- The Arabian American Oil Company (ARAMCO) lacked Islamic and culturally sensitive teaching materials for its Saudi nationals who were trainees in the Jeddah, Riyadh, Dhahran, and Yanbu vocational training centers. The teachers and trainers had been using materials from British and American textbooks that had been written for a Western audience. As a curriculum writer, I worked with the senior Islamic members of the teaching staff to write and develop new ESL teaching and testing materials that focused on science and engineering without references to Western culture. **These new materials reduced trainee complaints about the Western orientation of the curriculum and allowed teachers to re-focus on language instruction rather than the appeasement of student complaints.**
- The Institute of Diplomatic Studies in the Saudi Arabian Ministry of Foreign affairs did not have an ESL curriculum when I arrived in Jeddah in September 1981. I set about working with the linguistic consultants from the United Nations in London, Geneva, and New York and developed a 4-track curriculum, which included grammar and spoken English, Reading, Writing, and Diplomatic English that focused on the use of English as the language of International Diplomacy. **This curriculum became the cornerstone of the ESL program for the Institute.**

Educational Employment History . . .

California International University, Los Angeles, CA (March 2017 - Present)

- Managerial Finance
- Accounting II
- Principles of Finance
- Theory of Investment
- Introduction to Finance
- International Personnel Management
- Money and Banking

Westwood College, Los Angeles Campus (2014 – 2016)

- Technical Writing (AGEN 120) (adjunct faculty)
- College Writing (ENGL 121)
- Developmental English (ENGL 098)

California College San Diego, San Diego, CA (2005 - 2011)

- Accounting and Finance Instructor (90% ESL students) (adjunct faculty)
- Professional Advisory Committee for MBA Program

Remington College, San Diego, CA (2003 – 2005)

- Accounting and Business Instructor (80% ESL students) (fulltime faculty)
- Taught courses in Accounting, Marketing, Management, Human Resources, Statistics, Data Processing, Ethics, and Business Writing

Arabian American Oil Company (ARAMCO) (Contractor), Dhahran, Saudi Arabia (1994 – 1995)

- *Technical Curriculum Writer for ESL (Saudi Nationals)*
- *Wrote English for Science and Technology (EST) reading and writing instructional modules*

San Francisco Public Schools, San Francisco, CA (1991 – 1993)

- ESL History teacher secondary level (Chinese students)
- ESL Level 5 (California level for pre-entry to mainstream English classes)

Saudi Arabian Ministry of Foreign Affairs, Jeddah and Riyadh, Saudi Arabia (1981 – 1986)

- Employed by United Nations Institute for Training and Research (UNITAR).
- Designed and Instructed courses in ESL for the Diplomatic Corps
- Developed curriculum structure for the Institute of Diplomatic Studies
- Taught graduate students in the Institute – advanced ESL levels
- Worked with UN consultants in Linguistics from Geneva, London, and New York

LANSA English Language Institute, Jeddah, Saudi Arabia (adjunct faculty) (1981 - 1984)

- ESL Instructor in multi-national school
- Taught advanced reading and writing modules
- Students were Arabs, Koreans, Thais, Turks, Japanese, Pakistanis, Chinese, Italians

United States Department of Education (USED), Washington, DC (1977 – 1980)

- Administered Professional and Technical training programs to *USED* employees
- Diagnosed training and organizational development needs for over 3,000 employees
- Designed, developed and administered professional and technical courses in the following areas:
 - *USED* Grants and Contracts Administration
 - Federal Government Procurement Procedures
 - Writing Statements of Work (*SOW*) for contract procurement
 - Spanish language
 - *USED* Regulations Development and Procedures
 - Writing Effectiveness for Government Employees
 - Statistics for *USED* Contracts and Grants Evaluation

Tehran Polytechnic University, Tehran, Iran (1975 – 1976)

- Instructed graduate and undergraduate engineering students in English-as-a-Second Language for Science and Technology (EST)
- Developed and taught course in EST reading for the Mechanical Engineering Department
- Taught EST reading courses in Basic Technical English, Chemical Engineering, and Physics
- Worked under direct supervision of Dr. Gertrude Nye Dory, author of Games for ESL Teaching

Northern Virginia Community College, Annandale and Alexandria, VA (1974 & 1977)

- Part-time Lecturer in Composition and English
- Taught courses in Freshman Composition, Communication Skills for limited English-speaking students, American Literature and Reading

High School English Teacher--Virginia Public Schools (1966 - 1974)

- Fauquier County Senior High School, Warrenton, VA
 - Taught English at grades 8 - 12
- JEB Stuart High School, Falls Church, VA
 - Taught Senior English grade 12
- Halifax County Senior High School, South Boston, VA
 - Taught World Literature, Advanced Grammar and English grade 10
- Oakton High School, Vienna, VA
 - Taught Creative Writing, Social Studies, and English at grades 9-12

Academic Education . . .

- **Ph.D.**, Educational Administration with supporting fields in Applied Linguistics (TESL) and Organization Development, American University, Washington, DC (**1981**)
- **MAT**, English, University of North Carolina, Chapel Hill, NC (**1969**)
- **BA**, English, Virginia Polytechnic Institute and State University, Blacksburg, VA (**1966**)
- **Certificate** in Accounting, University of California, Berkeley, CA (**1993**)
- **MBA**, Finance, San Francisco State University, San Francisco, CA (**1991**)
- **Certificate** in Telecommunications Network Engineering, University of California, Berkeley, CA (**2000**)
- **Other schools attended:**
 - Lincoln Memorial University, Harrogate, TN (1963)
 - University of Virginia, Northern Virginia Extension (1967-1974)
 - James Madison University, Harrisonburg, VA (1972)
 - Tehran University, Tehran, Iran (1975) (Farsi language)
 - The University of Paris – Sorbonne, Paris, France (1976) (French language)
 - City College – San Francisco, CA (1998-2000) (computer courses)
 - University of California San Diego, La Jolla, CA (2003-2010)

Computer Skills . . .

- Advanced skills with **Microsoft Office** software--**Excel, Access, Word, Visio, MS Project** and **PowerPoint**
- Hands-on experience with **ERP systems (US NAVY)** and major accounting software packages, including on-the-job experience with Accounts Payable using **SAP** and 3 years' experience using **Oracle Browser** and **Oracle Financials**
- Experience using **MS Access** and **Business Objects** for database querying using SQL as well as report building
- Experience teaching Accounting applications for computers, including *Peachtree, Excel, Access, PowerPoint, Word and MS Project*
- Academic courses completed in computer applications include: Visual Basic programming, *FORTTRAN* programming, Computer Concepts and programming (word processing, spreadsheets, and databases) for Business Applications, Dreamweaver, Relational Database Design, Advanced Seminar in Advanced Computer Applications for Management, Structured Query Language (SQL) for Oracle and Access, GW BASIC programming, C++ programming, UNIX Operating System, Computerized Accounting Systems, and multiple courses in Telecommunications Network Engineering

Publication . . .

Alfred W. Reasor. "Dominant Administrative Styles of ESL Administrators." *TESOL Quarterly* 20.2 (1986): 338-343. Print.

Note: This resume combines details of my experience and education as an English /ESL Teacher and my over 25 years in the field of accounting and finance in private industry and government.