

Kristin A. Wallace

Houston, Texas

Teaching Experience

Teaching online and on-campus Business Courses since August 2008 at Houston Community College.

Courses Taught Include:

Introduction to Business
Personal Finance Planning
Human Relations
Introduction to International Business
Principles of Marketing

Education

- 2006-2008 University of St. Thomas Houston, TX
Masters of Business Administration
- 2004-2006 University of St. Thomas Houston, TX
Bachelor of Business Administration
Graduated Summa Cum Laude
- 2003-2004 Portland State University Portland, OR
- 2001-2003 University of Oregon Eugene, OR
Member of Delta Gamma Sorority

Awards & Memberships

- Graduated Summa Cum Laude from the University of St. Thomas
- 4 consecutive semesters making the Dean's List at University of St. Thomas
- Member of the Delta Mu Delta Honorary Society in Business
- Member of the French National Honor Society
- Member of the National Scholastic Honor Society Delta Epsilon Sigma
- Member of Philosophy Honor Society Phi Sigma Tau

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Professional Experience

- August 2008-Present Houston Community College Houston, TX
Adjunct Faculty-Business Instructor

- March 2010-May 2014 Company Confidential Houston, TX
Independent Contractor/Bookkeeper

- March 2007- Feb 2010 Company Confidential Houston, TX
Controller/CFO
I was in charge of the operations for fourteen different companies nationally which were under a corporate management group in Houston. I was responsible for financial reporting, budgeting, office management, employee management, bank account management, payroll, and a variety of other tasks.

- Oct 2006-March 2007 Company Confidential Houston, TX
Director of Sales & Marketing

- Feb 2004- Aug 2006 Company Confidential Houston, TX
Office Manager/Billing Manager

Software & Program Knowledge

- Proficient in Microsoft Word, Excel, PowerPoint, and Publisher
- Peachtree Accounting Software
- QuickBooks Online
- Paychex Payroll Applications
- PC Charge Pro
- Conexion Membership Management Software
- Blackboard Platform for Distance Learning
- Eagle Online/Moodle Platform for Distance Learning
- Licensed Texas Real Estate Agent in the State of Texas

References

- Robert Fisher Drumbeat Marketing 713-503-6655
President of the Company

- Arthur Dixon Fed Ex Contractor 503-481-8518

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Owner/President

- Ed Kisluk
Controller Overhead Doors 713-398-3754