

Myron Kowalski
Houston, TX 77095
Cell :(847) 212-6099

WORK EXPERIENCE:

PART-TIME POSITIONS:

Strayer University
Katy and Northwest Campus
Houston, TX

Adjunct Faculty-Sociology and Business ***09-15 to***
present

Instructs students in various Sociology and Business classes including: Introduction to Sociology, Introduction to Business, and Business and Society.

Columbia College of Missouri
1225 Tri-State Parkway Ste. 560
Gurnee, IL 60031

Adjunct Faculty-Sociology ***1-09 to 8-13***
Instructed students in various Sociology classes including: Social Problems, Social Research, Minority and Multicultural Relations, Juvenile Delinquency, Criminology and Introduction to Sociology.

Argosy University
1000 Plaza Drive
Schaumburg, IL 60173

Adjunct Faculty-College of Business ***9-07 to 8-13***
Instructed various business-related classes (graduate and undergraduate) including; Accounting Principles, Managerial Accounting (Master Budgeting), **Project Management**, Finance, Organizational Culture and Change and Strategic Management. Also instructs in general education classes including: Critical Thinking and Problem Solving, Popular Culture, Religions of the World, Ethics and Sociology.

College of Lake County
19351 West Washington Street
Grayslake, IL 60030

Adjunct Faculty--Social Sciences Division ***8-02 to 5-13***
Instructed students in the concepts of Sociology and Social Problems (i.e. Culture, Social Organizations, Research), including the preparation of curriculum, class planning, lecturing, preparing presentations and leading discussions to enhance learning and participation in class material.

Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, Illinois 60015

4-95 to 7-13

Deputy Director-Compliance, Projects and Private Student Loans

8-10 to 7-13

Planned, developed, directed, coordinated and evaluated operating and program activities, directs the development, revision and implementation of agency's policies, rules and operational procedures. Managed student loan collections unit.

Accomplishments: Developed, wrote and submitted DOE proposals, business continuity plans, procurement policies, requests for proposal and other critical assignments as part of the agency's mission and strategy.

Interim Director-IDAPP Operations Division

5-09 to 7-10

Led, organized, planned and monitored budgetary and daily operations for the State's secondary student loan market. Responsible for the day-to-day activities of call center, accounts receivable, loan origination, servicing, collections and compliance units. Planned and coordinated collection efforts on past due student loans. Special projects include outsourcing collection opportunities, cost reductions, efficiencies and coordination of activities between various divisions. Major projects included operational de-conversion, workforce reduction and organizational restructuring.

Deputy Director-Accounting Operations, BFD Department.

10-06 to 5-09

Led, organized, planned and controlled budgetary and daily operations of 4 units including 2 supervisors, 1 manager and staff of 14. Area activities consist of accounts receivable, payment processing, and disbursement, account maintenance, reconciliation, customer relations, and other data processing activities within government regulated policies. Directs for financially related projects including: assessments of outsourced collection activities, workflow enhancements, and federal regulation compliance implementation and financial analysis. Special assignments included collection process improvements, revenue retention and training.

Deputy Director-BFS Operations, BFS Department.

7-03 to 10-06

Directed budgetary and daily operations of 3 accounting units consisting of 4 supervisors, 2 managers and staff of 30. Area activities consist of accounts, receivable, payment processing, lender reimbursement and disbursement, account maintenance, reconciliation, customer service, and other data processing activities within government regulated policies. Responsible for financially related projects including assessments of outsourced collection portfolio management, workflow enhancements, and compliance implementation, financial analysis.

Accomplishments: Developed and implemented outsourcing strategy for collection service. Included the development of financial controls to monitor performance levels to manage collection portfolios.

Assistant Director-Accounting Operations and Projects, BFS Department.

7-99 to 7-03

Directed budgetary and daily operations of 3 accounting units including 3 supervisors, 1 manager, 2 accountants and staff of 30. Area activities consist of accounts, receivable, payment processing, lender reimbursement and disbursement, account maintenance, reconciliation, customer service, and other data processing activities within government regulated parameters. Responsible for financially related projects including assessments of outsourced collection portfolio management activities.

Manager-Receipts, Accounting Division, Administration Department. 11-97 to 7-99

Directed all daily operations for payment processing activities of staff consisting of 2 accountants, 2 supervisors and support staff of 14 clerks. Process 30,000 payments representing \$6 million, monthly. Responsible for all accounting and reporting activities of loan consolidations, rehabilitations and repurchases of defaulted student loan repayments to the accounts receivables system.

Accomplishments: Updated operating hardware and software, increased training of staff, expanded area's daily responsibilities. Developed EDI processing. Served as lead on Federal EFT Committee with State Controller's and State Treasurer's Office. Evaluated RFP responses to banking services required for *College Illinois* pre-paid tuition program. Developed financial evaluation criteria of vendors submitting RFPs for major systems conversion.

Manager-Acct. Maintenance, Accounting Division, Administration Department 7-96 to 11-97

Planned, organized, directed and monitored all payment posting and account maintenance activities of 2 analysts, 2 accounting technicians and 4 part-time bookkeepers. Activities consisted of training and monitoring of staff in payment processing, posting of NSF's, adjustments, recalculation of accrued interest, system enhancements and other accounting related tasks. *Accomplishments:* Trained staff in processing procedures. Re-designed, restructured workflow and staffing resulting from system enhancements for loan and account levels. Analyzed workflow and made recommendations for staffing.

Projects Analyst-Accounting, Administration Department

4-95 to 6-96

Designed and implemented various financial projects including procedure documentation for payment processing work flow, electronic payments and systems changes to reflect governmental regulations.

Accomplishments: Developed and installed automated payment processing system to update Accounts Receivable. Re-training staff, documented procedures and re-designed workflow. Made recommendations for staffing.

CNA Insurance Companies

CNA Plaza, Chicago, IL 60685

6-77 to 3-95

Senior Treasury Analyst-Cash Management Consulting, Treasury Services 6-94 to 3-95

Advised, consulted and directed project teams and strategic business units in the use of bank products for collection, disbursement and debt reporting activities; included EFT, Lockbox, Controlled Disbursements and Positive Pay. Designed workflow for accounting, data processing and manual intervention issues.

Accomplishments: Implementation of EFT as mode of payment for various insurance products.

Manager-Cashier Section, Treasury Services

4-87 to 6-94

Planned, organized, monitored and directed all collection (Lockbox, PAC, ACH, Check Processing, and Cash Payments Window) and the disbursement activities. Trained and mentored 2 supervisors, 10 clerks and 4 technicians, solved daily cash processing problems, workflow, and evaluated staff performance. Implemented and maintained the customer service functions of the company's money market product.

Accomplishments: Implemented of the CNA production measurement system, installed of the Retained-Assets customer service program, implemented of extensive cross-training program, to improve efficiencies (reduced staff by 40%) while increasing workload. Developed workflow analysis and team focus.

Other positions held: *Supervisor II-Pension Accounting, Securities Analyst II, GIC Portfolio, Supervisor-Pension Payments Customer Service, Pension Accounting Supervisor, Operations Analyst, Medicare Post-Payment Utilization Supervisor (at CNA), Mastercard Supervisor, and Lockbox Processing Supervisor (at Continental Bank).*

EDUCATION:

Certificate-E-Business Strategy, Northern Illinois University, DeKalb IL 11-2000
Post-graduate coursework in e-Business topics including Strategy, Financial Issues, e-Business Technologies, Legal Implications, Marketing, Relational Databases, etc.

MBA, Northern Illinois University, DeKalb, IL (AACSB Accredited) 8-99
Course work in Strategic Management, Financial Analysis, Fundamentals of Financial Markets, Seminar in Financial Institution Management, Cost Accounting, Advanced Marketing, Management of Information Systems, Operations Management, International Business in China and Korea, Organizational Behavior and others.
Research Paper Topics: "Contemporary Approaches to Risk Management in Depository Institutions," and "Banking Practices Contributing to China's and Korea's Financial Crisis."

CEBS (Certified Employee Benefit Specialist Program) sponsored by the International Foundation of Employee Benefits Plans and the Wharton School, University of Pennsylvania. 4-96

Course work in Employee Benefit Concepts and Medical Care Benefits, Retirement Plans: Defined Benefit Approaches and Plan Administration, Life, Disability Income, and Other Welfare Benefit Plans, Asset Management, Human Resources and Compensation Management, Employee Plan Benefits and the Economy, Legal Environment of Employee Benefit Plans, Accounting and Finance, Contemporary Benefit Issues and Administration, Retirement Plans: Basic Features and Defined Contribution Approaches.

CCM, (Certified Cash Manager, Permanent) as granted by the Association for Financial Professionals 8-95
Professional designation received upon completion of prerequisites and comprehensive examination on such topics as Payment Systems, Bank Relationships, Collections (ACH, Lockbox, and EDI), IMS, Cash Concentration, and International Cash Management.

Certificate (Computer Information-Technical) Harper College, Palatine, IL 12-92
Course work in Systems Analysis and Design, Data Processing, Computer Logic and Program Design, MS-DOS, Windows, PageMaker 4.0, Novell NetWare and PowerPoint. Other skills include QuickBooks, SAP (Financial Accounting), Microsoft Project, Excel, Lotus, LotusWorks, WordPerfect, Word, Access and VISIO. Working knowledge of Microsoft C and QBasic languages.

MA, Sociology (With Distinction), DePaul University, Chicago, IL 6-83
Course work in Organizational Behavior, Survey Research, Data Evaluation, Planning and Budgeting, Functions of Administration, Census Data Research and other courses in Behavioral Sciences.
Research Topic: "Elements of Youth Culture."

BA, Sociology /Business, DePaul University, Chicago, IL

6-74

Course work in Minority Relations, Statistics, Economics, Survey Research, Business Math, Accounting Theory I and II, Income Tax Accounting, Advanced Tax Accounting, Principles of Management, Computer Logic and Programming Technology, Business Law I and II, Principles in Finance.