

Patricia K. Hart

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Objective: Accounting Faculty Position

Teaching and Training Experience

AACSB International Bridge Program Graduate

October 2008

The AACSB International Bridge program prepares business executives for professionally qualified faculty positions. Received the AICPA Foundation Bridge Program Scholarship.

Eastern New Mexico University

Portales, New Mexico

January 2010 – Present

Accounting Resource Instructor-College of Business

Developed BlackBoard course including discussions, and assignments to increase students' knowledge and vocational competence in Accounting. Tested and graded students on achievement of core competencies. Demonstrated a consistent record of student satisfaction.

JuneBox.com, Inc.

Traverse City, Michigan

October 1999 – February 2001

Director-Internet Operations

Responsible for the implementation, testing, and training of the JuneBox.com Marketplace digital B2B e-commerce exchange for school districts. Assisted in the development and testing of the *JuneBoxToolBox* software utilities. Responsible for providing training and technical support to over 350 School Specialty Sales Representatives. Assisted Sales Representatives with sales presentations to Districts. Provided assistance to school districts across the nation for implementing electronic purchasing systems. Directed the software integration project between JuneBox.com and school accounting software companies. Designated as the key contact for JuneBox.com to the School Interoperability Framework (SIF) Standards Board.

Northwestern Michigan College

Traverse City, Michigan

August 1987 – October 1999

Director-Business and Financial Services/Controller

- Presenter, League for Innovation Conference
- Presenter, Michigan Community College Services Association
- Presenter, Michigan Community College Business Officer Association
- Presenter, America Association of Community Colleges

Northwestern Michigan College

Traverse City, Michigan

September 1985 – November 1998

Adjunct Faculty Member-Business Division

Presented lectures and discussions to increase students' knowledge and vocational competence in Accounting. Tested and graded students on achievement of core competencies. Demonstrated a consistent record of student satisfaction.

Accounting Experience

Cone Drive Operations Inc.
A Textron Company
January 2005 - Present

Traverse City, Michigan

Assistant Controller

Responsible for general ledger accounting activities to ensure timely and accurate completion of financial statements and schedules, coordinate monthly closing activities, reconcile balance sheet accounts, complete tax forecasting and annual tax package. Maintain and monitor procurement cards. Maintain fixed asset records, monitor capital project balances, and coordinate the physical inventory of fixed assets. Maintain Sarbanes-Oxley documentation, coordinate completion of monitoring and testing, develop corrective actions as necessary. Implemented ARIBA, and a member of the ARIBA Center of Excellence. Ensure compliance with Textron Enterprise Wide Financial Policies and Control Standards.

Lobdell Management Inc.
September 2002 - January 2005

Traverse City, Michigan

Financial Administrator

Personal Assistant to Wayne H. Lobdell. Responsible for financial planning, accounts payable, accounts receivable, monthly financial statements for multiple companies, and Mr. Lobdell's personal finances. Maintained property files and managed lease agreements with commercial tenants.

Financial Administrator for Lobdell Capital Partners LP, a Fund of Funds Hedge Fund. Responsible for investor relations, reporting and accounting for a \$61 million Hedge Fund. Collected, compiled, and verified all financial information required for monthly accounting. Monitored cash flow requirements. Assisted investors with completing subscription documents to become a limited partner of Lobdell Capital Partners LP and maintained all investor records. Reviewed, completed and submitted all subscription agreements for the partnership's underlying fund investments, and maintained all fund records. Responsible for collecting all audit and tax information from underlying funds to ensure timely tax reporting to investors. Primary contact with audit firm and completed all audit schedules. Monitored compliance with investment regulations and licensing.

Mission Bay Construction
November 2001 - September 2002

Traverse City, Michigan

Controller

Responsible for supervising all accounting functions, generating financial statements, financial statement and cost analysis, developing and writing procedures, cross-training employees and supervising all computer software implementation and training.

Northwestern Michigan College
August 1987 - October 1999

Traverse City, Michigan

Director-Business and Financial Services/Controller

Administrative and supervisory responsibility for Business and Financial Services Operations including Accounts Payable, Accounts Receivable, Bookstore, Purchasing, Telephone Operations and the Northwestern Michigan College Foundation. Supervised the total conversions of the General Ledger software programs including Accounts Payable, Accounts Receivable, Payroll, Fixed Assets and Purchasing functions. Implemented three self-directed work teams. Supervised the implementation of the Voice Mail system and the College Bookstore Point-of-Sale system. Responsible for the budgeting process and accounting of the Northwestern Michigan College Foundation. Primary contact for Auditors during State, Federal and Local Audits. Responsible for the implementation of Benchmarking and Assessment of administrative functions. Presenter at two National and two State Association conferences on the topic of Benchmarking. Named 1996 National Outstanding Business Officer.

Carpenter Enterprises
May 1984 – February 1987

Traverse City, Michigan

Plant Controller

Responsible for supervising all accounting functions, processing insurance claims for the self-administered medical insurance program, generating financial statements, financial statement and cost analysis, monthly inventory valuation, developing and writing procedures, cross-training employees and supervising all computer operations, including manufacturing control and financial functions.

Michael J. Anton, P.C.
September 1983 – April 1984

Traverse City, Michigan

Accountant

Responsible for tax return preparation, computerized monthly accounting and payroll taxes.

National Bank of Detroit
September 1982 – September 1983

Detroit, Michigan

Internal Auditor

EDP Auditor responsible for providing data collection support for all internal audit groups, and auditing the data processing functions of the Bank.

Education

Walden University, 2008 - Present

Minneapolis, Minnesota

Enrolled in Ph.D., Applied Management and Decision Sciences, Accounting Specialization

Ferris State University, 1994

Big Rapids, Michigan

Masters of Science, Career and Technical Education, with emphasis in Human Resource Development and Administration

Thesis: *An Investigation into the Feasibility of Interactive Distance Education Courses at the Community College Level*

Michigan State University, 1982

East Lansing, Michigan

Bachelors of Arts, Accounting

Northwestern Michigan College, 1980

Traverse City, Michigan

Associates of Applied Science, Business Administration

Honors and Activities

- 2008 AICPA Foundation Bridge Program Scholarship
- 1996 National Outstanding Community College Business Officer
- Illinois CPA Certificate
- Co-author chapter titled *Changing the Way We Teach by Changing the College: Leading the Way Together in New Directions for Community Colleges, Volume 1997 Issue 99*
- American Accounting Association
- The American Institute of Certified Public Accountants
- Michigan Community College Business Officers Association
- Co-chair of the statewide MCCBOA ACS Committee
- National Association of College and University Business Officers
- Grand Traverse Bay Kiwanis Club-Past President
- ACE Foundation Board Member, Chairman of the ACE Night Committee: 2005, 2006.