

Rozlynn Kieschnick

Summary

Extensive experience with client relations, software implantations related to travel, procurement, invoicing, and vendor maintenance including integration needs with Banner Finance ERP system. Experience developing a successful hierarchy for financial reporting, training finance users on campus, reviewing student charges and payments, and design organizational structures to improve the operations of the university. Contract review and management for various auxiliary services related to the campus community.

Project Management

SHSU President's House Interiors – (2023)

- Selected interior furniture, accessories, and art for the SHSU Presidential Home.

Chrome River (Emburse) – Travel Expense (2017)

- Team lead for implementation of new software for Travel and PCard expense report and card reconciliation. Coordinated and trained campus users.

PaymentWorks (2017)

- Team lead to develop vendor maintenance portal for outside vendors to submit W9 documentation for validation.

Concur/CTP – Travel Agency (2015)

- Team lead for implementation and training campus on benefit and process.

Bearkat Buy (Jaggaer) (2014)

- Active member from finance team to integrate procurement and invoice software with financial ERP system (Banner).

Kuali Ready (2013)

- Team lead selected to implement new software for business continuity planning campus wide.

Travel and Expense Banner Module (2012)

- Active member of developmental team to implement new module used to record financial data.

E-Builder Integration with Banner Finance (2011)

- Designed workflow of documentation necessary for Banner Finance to function with chosen university system wide software to expedite departmental efficiency.

Banner Finance and Banner A/R Implementation (2010)

- Designed the approval queues for financial documents and created the detail codes for charges and payments used on student accounts.

Work Experience

Sam Houston State University – Executive Director – Hospitality & Auxiliary Svcs.: 2023 - Present

Manage contracts for campus community from internal and external vendors related to the following services: Bookstore, Dining Services, Mail Service, Hotel, Ticketing Box Office, and Bearkat course. Create customer relations to improve efficiency, develop innovated ideas, and support the mission of SHSU.

Sam Houston State University – Director – Disbursements & Travel Svcs.: 2018 - 2023

Improved efficiency within the department by consolidating job duties and cross training employees. Developed university travel policies and procedures. Organized and presented trainings for campus users to learn new software systems, eliminating duplication and unnecessary manual processes. Selected for Chrome River higher education advisory board (served 2 years) representing SHSU providing valuable feedback from client perspective.

Sam Houston State University – Assistant Director – Disbursements & Travel Svcs.: 2013 -2018

Updated Travel Expense Report documentation and streamlined submittal process from original paper/hand delivered process. Developed Travel Card program for the university, including training campus users on reconciliation and created policies and procedures. Integrated and implemented Chrome River software to further simplify the travel and pcard reconciliation and expense reports submittal process to encompass a completely digital enhancement. Designed registration process of PaymentWorks software for vendor maintenance verification to ensure all data obtained met state standards.

Sam Houston State University - Administrative Coordinator, Sr.: 2008 – 2013

Job reclassified from Accounting Clerk II to Administrative Coordinator in 2010.

Design and manage many key elements within the finance system including the chart of accounts for the general and operating ledgers, over 800 approval queues for all departmental financial documents, review the student accounts receivables, conduct finance and budget training sessions, and act as the finance data security custodian.

Mark Todd Architects, Inc – Interiors Project Manager: 2005 - 2008

Design consultations with clients to create personal space planning regarding interior and exterior finishes for new construction custom homes. Responsible for obtaining quotes on materials and fabrication within budgetary limits. Develop relationships with builders and clients to expand business opportunities.

The Woodlands Design Center – Design Consultant: 2002 - 2005

Consult with clients regarding interior finishes including space planning, furniture, and materials selections, writing proposals, billing, and collecting payments from clients, and conducted installations.

Education

B.S. in Interior Design, Abilene Christian University, Abilene, Texas

