

Patricia W. Collins
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Work Experience

Sam Houston State University
Jun 2013 – Present

Huntsville, TX

Director

Design, implement, deliver, and evaluate programs such as classroom presentations, workshops, and seminars to engage students and work with them to acquire knowledge about financial literacy and wellness; Conduct personal financial coaching sessions for students, employees and alumni of SHSU; Supervise and train two Program Coordinators and one administrator; three Peer Coaches, twenty Student Loan Mentors and four student administrators

Dec 2009 – May, 2013

Senior Counselor – Graduate Studies and Special Populations – Office of Student Financial Aid

Supervise the application of federal and state regulations to ensure student awards are in compliance; Schedule Outreach for FAFSA presentations and workshops, and orientation; Train and work with counseling staff to provide quality customer service; Provide and record training for financial aid office staff; Direct supervision of 8 financial counselors and two student employees

Dec 2007 – Nov 2009

Accountant I – Office of Student Financial Aid

Reconcile federal and state grants and scholarships; Coordinate federal and state reporting; Administer Emergency and Tuition and Fees and Short Term Loans; Supervise three full-time employees in the award process for state programs and federal work study, one receptionist and two student employees

Aug 2005 – Dec 2007

Staff Associate I – Office of Continuing Education

Coordinated Summer Camps for SHSU; Provided customer service for all summer camp clientele including campus tours; Processed contracts; Reserved SHSU facilities including housing, dining, classroom and recreation; Coordinated billing; Also provided support for the Office of Continuing Education including maintenance of the website and customer service including class registration, payment reminders and processing, and waiting list maintenance and sales calls

Apr 2004 – Aug 2005

Staff Associate I – Criminal Justice

Assisted in the administration of a Texas Department of Transportation grant for Drug Recognition Experts (DREs); Designed and constructed two Access databases; Supervised population of databases; Researched and implemented a centralized tool for gathering office soft files; Designed Excel tracking system and checklists for DRE Program; Wrote User Manual to document office procedures and assist with personnel training; Supervised and trained student assistants

Justex Systems, Inc.
Huntsville, TX
Apr 2002 – Mar 2004

Customer Service Representative

Handled transcription, Publisher layout, printing, mailing, invoicing, bank deposits, and marketing details associated with publishing two monthly newsletters addressing police and fire issues; Reviewed new editions of criminal justice text books for content changes; Entered data in SPSS for analytical review

Reliant Energy
Houston, TX
Jun 1998 – May 2000

Risk Manager of Trading

Wrote new company trading policy and procedures; Monitored daily trading activity of oil, natural gas, electricity and coal futures, swaps, options, and physical portfolios worth over \$20M for compliance with policy and procedures; Implemented and issued trading and policy violation reports to department and corporate management; Supervised daily preparation and analysis of Mark-to-Market and Value at Risk (VAR) reports for oil and gas, electricity, and coal; Assisted in aggregation and analysis of trading reports for Securities Exchange Commission (SEC); Supervised response to internal and external audits and company benchmarking reports; Assisted in the implementation of RiskWorks trading software; Reviewed subsidiary trading business and contracts to ensure SEC compliance with new corporate realignment; Trained contracts and accounting to actively review and monitor for rogue trading

Coral Energy, LP
Jun 1997 – May 1998

Risk Manager of Trading

Assisted in the implementation of RiskWorks trading software; Assisted in the design and dual system testing process implementation; Supervised system reconciliations; Developed training materials and classes for training trading room personnel, contracts, and accounting; Supervised preparation of daily MTM, VAR, and broker reconciliation for trading portfolio valued over \$20M

Texaco, Inc.
Houston, TX
May 1981 – May 1997

Senior Risk Trading Analyst

Assisted in the purchase and implemented new trading system; Administered over-the-counter (OTC) trading contracts in Risk Management area and developed procedures and training for processing

with other gas contracts; Trained management, traders, accounting and contracts regarding futures, hedging, OTC; Analyzed and prepared responses to internal audit – Section had perfect review from internal audit; Supervised daily MTM process and reconciliation of trades; Designed trading reports for arbitrage and storage trading activity

Senior Gas Balancing Analyst

Team leader gas and accounting team for developing gas balancing reconciliation program which was the basis for operational and accounting realignment; Analyzed and reconciled pipeline imbalances and accounts receivable

Senior Gas Revenue Analyst

Researched volume and accounting issues and assisted in pipeline gas settlements; Assisted in the negotiation and processed settlement of oil and gas well over/under balances; Researched Federal Energy Regulatory statutes for policy implementation; Researched and responded to internal, federal and state audits with regard to revenue, royalty and various state taxes; Supervised and recorded revenue, paid royalty, taxes for Arizona, Colorado, Montana, New Mexico and Wyoming – Revenue of over \$100 million annually; Supervised accounts receivable

Education

2013

Sam Houston State University

MA

Higher Education Administration

GPA: 4.0

1981

Sam Houston State University

BBA

Major: Management

Minor: Economics

2005

Sam Houston State University

Criminal Justice core curriculum

12 hrs. – 4.0 GPA

Various

Personnel Training: Decision-Making, Time Management, Equal Employment Opportunity, Diversity

Certification

2014

Certified Personal Financial Counselor

Fincert

2015

Accredited Financial Counselor

AFCPE

Awards

1996	Texaco Star Quality Ambassador
1997	Excalibur Award for “Trekking into the Future”
2014	Above and Beyond Award SHSU – TRIO Student Services
2014	Bearkat Spirit Award SHSU - Vice President of Student Services
2015	Accredited Financial Counselor of the Year Association for Financial Counseling Planning and Education
2015	SAMMY Award Sam Houston State University
2016	Certificate of Appreciation September Spotlight on Staff SHSU Staff Council
2016	Honorary Member of Golden Keys SHSU Golden Keys

Publications

1996	Hart’s Natural Gas “Trekking Into the Future”
2004	International Association of Chiefs of Police Drug Recognition Expert Section 2003 Annual Report
2013	Collection of Case Studies in Higher Education Leadership; Editor: Rebecca Bustamante; “Trekking Into the Future”; Case contribution: One Stop Shop: Integrating Financial Aid Advising with a Satellite Campus
2015	Financial Literacy Education: Addressing Student, Business, and Government Needs; Author: Dr. Jay Liebotwitz; Chapter Contribution: Don’t Just Survive Thrive!

Presentations

2012	Make It Happen Assisting Former Foster Student Transition into Higher Education TASFAA 2012 (Invited presentation)
May 2013	Financial Aid Updates for FY 2014-2015 Texas Association of Collegiate Financial Education Professionals

Oct 2014	What Colleges and Universities are Doing to Help Bridge the Financial Capability Gap Higher One Symposium for Financial Literacy
Oct 2015	Defining Leadership National Society of Collegiate Scholars
Nov 2015	Federal Student Loan Repayment: Standard, and Income Based Repayment Plans and Public Service Loan Forgiveness Texas Association of Collegiate Financial Education Professionals
Nov 2015	Student Money Management Center – Marketing Association for Financial Counseling Planning and Education – Pre-Symposium
Nov 2015	Bridging Research and Practice: Financial Fraud – Shattering the Illusion of Invulnerability Association of Financial Counseling Planning and Education
January 2016	Financial Literacy and SHSU SMMC Money Matters Show; Radio FM 90.1
March 2016	Bringing Fun to Financial Literacy Houston Community College Financial Aid Conference
May 2016	You Can Build It; But, Will They Come? Texas Association of Collegiate Financial Education Professionals
2016	The Start-Up Institute and Helping College Students Face Financial Realities National Summit on Collegiate Financial Wellness
2017 June	Texas Hold ‘Em: Wild Cards in Access and Retention Texas Association of Collegiate Financial Education Professionals
2017 June	Leadership and Learning: An Indispensable Partnership Huntsville Leadership Institute
2017 July	SMMC Bingo and THECB Data Fellows 2017 TACFEP Programming and Planning Summit

2017 July	Signature Events: From Fizzle to Fabulous! Higher Education Financial Wellness Summit
2017 August	How to Aggregate Wealth Intentionally and Deliberately Phi Chi Theta Western Regional Meeting
2017 October	Rules and Eligibility for Foster Care College Benefits Next Steps Foster Care Training Conference:
2017 November	Bridging the Gap Between Family Financial Planning and Paying for Post-Secondary Education Association for Financial Counseling Planning and Education Symposium
SHSU Committees or Advisory Board 2010-2013	SHSU Annual Fund (Enrollment Management)
2010-Present	F.O.R.W.A.R.D. (Foster, Orphan, Ward of Court)
2013 – Present	First Year Experience – Freshmen Common Reader
2013- Present	Theta Chi ; Treasury Advisor
2014 – Present	Phi Chi Theta ; Faculty/Staff Sponsor
February 2015 - Present	F.O.R.W.A.R.D. Scholarship Committee
February 2016 - Present	Study Abroad Scholarship Committee
February 2016 - Present	Re-Imagining the First Year of College
February 2016 - Present	SHSU Emergency Management Planning Group
2017 – Present	Texas Higher Education Coordinating Board Data Fellow
2017 – Present	SHSU Student Loan Debt Sub-Committee THECB 60x30 Initiative
Professional Organizations	
1996 – 2000	Energy Risk Management Assoc. Vice President of Membership
2013 – Present	Texas Association of Collegiate Financial Education Professionals Executive Board Member; Chair
2013 – Present	Texas Association of College and University Student Personnel Administrators

2015 – Present

**Association of Financial Counseling Planning and
Education**