

Debra Ann Holl

30 Hardy Lane
Huntsville, TX 77320
936-291-2978

Objective: To work in an environment that promotes continuing education and the possibility of advancement in accounting or management fields.

Education: Sam Houston State University 1990-1993
Degree: Bachelor of Business Administration
Date of Degree: December 1993
Major: Accounting

Blinn Junior College 1987-1990
Degree: Associate
Date of Degree: August 1990

Employment History:

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|-----------------|---|
| 09/09 – Present | Assistant Director Student Financial Services/Bursar—SHSU, Treasury Office Huntsville, TX 77341 Supervise and monitor various activities regarding cashiering, student receipts, collections, special services, provide students with billing information, process the daily refunds form students accounts to be sent to Bank Mobile, analyze and update established policies and procedures, monitors federal and state guidelines regarding collections, student billing, maintains the tuition and fee tables |
| 10/96-09/09 | Accountant II—SHSU Controllers Office Huntsville, TX 77341 Assist students with their balances owed to SHSU, research old accounts when needed, process student's resignations and refunds, process vouchers to send money back to lenders, update collection files when needed, work closely with other departments on campus. |
| 11/93-10/96 | Accounting Clerk II—SHSU, Administration Accounting Department, Huntsville, TX 77341 Balance daily work to general ledger, post daily deposits to general ledger, process journal vouchers, transfer vouchers, prepare encumbrances spreadsheet for postage, telephone, and payroll, prepare bank transfer letters, prepare monthly operating reports and student receipt entry. |

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09/90-11/93 Student Assistant—SHSU, Administration Accounting Department, Huntsville, TX
77341

Data entry, renumbering revolving check, process resignation,
refunds. Filled in for full time employees when needed.

09/88-08/90 Receptionist—Texas A&M, Electronics Training Division, College Station, TX
77842

Answer six line phones system, screened calls, student
assistance and interface with instructors, assisted with
registration, data entry, sorted and routed mail. Accounting
duties included receipting tuition and fees, making daily
deposits and preparing the divisions monthly mileage reports.

Skills:

Microsoft suite, 10 key, banner ERP system

References:

Available upon request