

**Deborah Ann McKerral
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Experience

Division of Information Technology, Sam Houston State University, Huntsville, Texas.

Director, IT Finance and Budget

January 2017 – present

- Responsible for oversight of division, staffing, accounting, finance and budget to include planning and budgeting of division resources.
- Responsible to implement policy with respect to division staff employment and promotion.
- Manages the accounting and budgetary control procedures; prepares fiscal data including the planning and preparation of budget and reviewing annual closeout processes.
- Performs high level administrative assignments as directed by the Vice President.
- Receives inquiries and responds to questions/request of a complex or confidential nature.
- Oversees contractual terms, license agreements and arrangement with outside vendors serving the division and campus.
- Provides information pertaining to divisional procedures and policies to individuals within the institution and/or the general public.
- Advises Associate Vice President(s), Assistant Vice President(s), and Executive Directors of information Technology in all areas of finance, budget and personnel.

Assistant to Vice President

May 2013 – January 2017

- Responsible for reviewing paperwork that is submitted by departments within IT division for posting, hiring, reclassifying, and terminations in the division employing 95 full-time employees.

- Assist in preparation of budget forecast for computer use fee and higher education allocation funds totaling approximately \$19 million dollars.
- Monitor and review the balance of accounts and all expenses for computer use fee and higher education allocation funds.
Review budgetary information necessary for forecasting and then collecting money from campus community to fund phone operations.
- Prepare travel applications and travel vouchers for Vice President.
- Maintain departmental access to key lockbox and database.
- Coordinate calendar and make appointments for the Vice President.
- Plan and schedule meetings for Vice President.
- Assemble material and coordinate meeting schedules for search committees
- Vice President is responsible for chairing.
- Search, assemble, and organize materials required by the Vice President. Assist in the preparation of certain periodic reports.
- Receive and screen visitors. Up to 50% of the time is spent on important contacts which involve the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Read and answer correspondence not requiring the attention of the Vice President or involving policy or technical decisions.

Assistant to Associate Vice President

June 2010 – May 2013

- Responsible for preparing paperwork for posting, hiring, reclassifying, and terminations in the department employing 65 full-time employees.
- Assist in preparation of budget forecast for computer use fee and higher education allocation funds totaling approximately \$10 million dollars.
- Monitor balance of accounts and document all expenses for computer use fee and higher education allocation funds.
- Compile budgetary information necessary for forecasting and then collecting money from campus community to fund phone operations.
- Prepare travel applications and travel vouchers for Associate Vice President, Assistant Vice President, Directors and full-time employees.
- Maintain departmental access to key lockbox and database.
- Coordinate calendar and make appointments for the Associate Vice President.
- Plan and schedule meetings for Associate Vice President.
- Assemble material and coordinate meeting schedules for search committees
Associate Vice President is responsible for chairing.
- Search, assemble, and organize materials required by the Associate Vice President. Assist in the preparation of certain periodic reports.
- Supervise student workers.

- Receive and screen visitors. Up to 50% of the time is spent on important contacts which involve the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Read and answer correspondence not requiring the attention of the Associate Vice President or involving policy or technical decisions.

Administrative Coordinator, Senior.

October 2007_– June 2010

- Responsible for preparing paperwork for posting, hiring, reclassifying, and terminations in the department employing 65 full-time employees.
- Assist in preparation of budget forecast for computer use fee and higher education allocation funds totaling approximately \$10 million dollars.
- Monitor balance of accounts and document all expenses for computer use fee and higher education allocation funds.
- Compile budgetary information necessary for forecasting and then collecting money from campus community to fund phone operations.
- Maintain and document expenses for over \$4 million dollar Voice Over Internet Protocol (VOIP) project and for the Banner Project totaling approximately \$4 million for fiscal year 2009.
- Provide assistance with preparation of content and page layout design for campus phone directory.
- Prepare travel applications and travel vouchers for Associate Vice President, Assistant Vice President, Directors and full-time employees.
- Maintain departmental access to key lockbox and database.
- Coordinate calendar and make appointments for the Associate Vice President.
- Plan and schedule meetings for Associate Vice President.
- Assemble material and coordinate meeting schedules for search committees Associate Vice President is responsible for chairing.
- Search, assemble, and organize materials required by the Associate Vice President. Assist in the preparation of certain periodic reports.
- Supervise student workers.
- Receive and screen visitors. Up to 50% of the time is spent on important contacts which involve the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Read and answer correspondence not requiring the attention of the Associate Vice President or involving policy or technical decisions.

Administrative Assistant.

February 2006 – October 2007

- Was responsible for preparing all paperwork for posting, hiring, reclassifying, and terminations in the department employing 55 full-time employees.
- Organized and assembled paperwork for submission of reclassification of entire department in October, 2007.
- Assisted in preparation of budget forecast for computer use fee and higher education allocation funds totaling approximately \$9 million dollars.
- Compiled budgetary information necessary for forecasting and then collecting money from campus community to fund campus post office and telephone operations.
- Monitored and documented all expenses for computer use fee and higher education allocation funds.
- Provided assistance with preparation of content and page layout design for phone directory for campus.
- Prepared travel applications and travel vouchers for Associate Vice President, Directors, and full-time employees.
- Assisted with preparation of purchase orders for campus technology acquisitions.
- Supervised student workers.
- Maintained departmental access to key lockbox and database.
- Coordinated calendar and make appointments for the Associate Vice President.
- Planned and scheduled meetings for Associate Vice President.
- Searched, assembled, and organized materials required by the Associate Vice President. Assisted in the preparation of certain periodic reports.
- Received and screened visitors. Up to 50% of the time was spent on important contacts which involve the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Read and answered correspondence not requiring the attention of the Associate Vice President or involving policy or technical decisions.

College of Business Administration, Graduate Studies, Sam Houston State University, Huntsville, Texas. July 2005 – January 2007

Administrative Assistant.

- Responsible for receiving graduate applications and logging them into excel spreadsheet.
- Reviewed applications and transcripts to verify if student met admission requirements.
- Prepared acceptance or decline letters for Associate Dean's signature.

- Prepared student degree plans for Dean's signature.
- Compiled acceptance packet after signatures were completed to mail to student and other appropriate departments on campus.
- Entered required information into graduate admissions screen.
- Reviewed students who have applied for graduation each semester to make sure all courses have been completed.
- Assisted in preparation of travel applications and travel vouchers for Associate Dean.
- Coordinated calendar and made appointments for the Associate Dean.
- Planned and scheduled meetings for Associate Dean.
- Searched, assembled, and organized materials required by the Associate Dean. Assisted in the preparation of certain periodic reports.
- Researched capital equipment purchases with different vendors and then prepared appropriate bid forms for the purchase.
- Prepared graduate student worker hiring packet for the college.
- Prepared exams, handouts, grading, etc. for Associate Dean
- Received and screened visitors. Up to 50% of the time was spent on important contacts which involved the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Assisted faculty and secretaries in the College of Business with computer and software problems in the office and in the classroom.
- Maintained confidential records and files.
- Answered correspondence not requiring the attention of the Associate Dean or involving policy or technical decisions.
- Assisted with process involved in selecting and awarding Smith-Hutson scholarships. Coordinated dinner for student recipients each semester.
- Was responsible for collecting, reviewing, and entering vita information for the entire faculty into Sedona database in preparation for American Assembly of Collegiate Schools of Business visit in December, 2006. Also, entered all class schedules and enrollment for previous five year period.
- Performed other related duties as required

General Business and Finance Department, Sam Houston State University.
Huntsville, Texas. April 1986 - June 2005

Secretary III.

- Prepared and audited degree plans and advised students, when appropriate, concerning requirements for degrees and for graduation - approximately 800 majors in department.
- Entered chair-prepared class schedules into the University's computer system.

During registration process also closely monitor class enrollment.

- Monitored Overhead and Material, Salary, Student Fund, and Scholarship accounts.
- Assisted in the preparation of departmental or project budgets and periodic status reports.
- Researched capital equipment purchases with different vendors and then prepare appropriate bid forms for the purchase.
- Maintained the inventory of supplies necessary to operate the department.
- Supervised department property inventory and inventory reports.
- Assisted in preparation of travel applications, travel vouchers, and purchase voucher for department.
- Searched, assembled, and organized materials required by the department chair. Assisted in the preparation of certain periodic reports.
- Received and screened visitors. Up to 50% of the time was spent on important contacts which involve the reception of, or providing information, to department heads, key executives, public officials, and distinguished visitors, faculty, and students.
- Coordinated calendar and made appointments for the department chair.
- Planned and scheduled meetings for department chair.
- Designed department brochure.
- Maintained confidential records and files.
- Answered correspondence not requiring the attention of the chair or involving policy or technical decisions.
- Received, sorted, and distributed mail if necessary.
- Devised and implemented new procedures for, and coordinating the work of, clerical and secretarial personnel.
- Assisted faculty and secretaries in the College of Business with computer and software problems.
- Trained and supervised student workers for Department.
- Involved in the preparation and typing of the American Assembly of Collegiate Schools of Business report for the final accreditation process for approval of the College of Business at Sam Houston State University.
- Typed a variety of material, including manuscripts from very rough drafts, which involve special formats and complicated footnotes and bibliographies.
- Aided faculty in the preparation of transparencies and slides for presentation of research findings.
- Prepared exams, handouts, grading, etc.
- Performed other related duties as required.

Texas Instruments Incorporated. Houston, Texas. September 1983 - November 1985.

Senior Leasing Correspondent.

- Conducted training sessions for Leasing Personnel on new in-house computer software.
- Reviewed, entered, and administered lease contracts.
- Collected past due invoices.
- Responsible for several major customer accounts (General Motors, Delta Airlines, Ryder).

Order Entry Clerk.

- Entered End-User customer data terminal purchase orders.
- Reviewed orders entered by remote field sales office before releasing to manufacturing site.

Blanket Administration Clerk.

- Processed Quantity Purchase Agreements for entry into database for signature by TI and return to customer.
- Reconciled Quantity Purchase Agreement after expiration to verify discount structure.

Secretary to Branch Manager.

- Keyed correspondence and Quantity Purchase Agreement.
- Made travel arrangements.
- Ordered supplies for Department.
- Scheduled meetings.
- Answered phones for approximately 60 people.

Union Texas Petroleum. Houston, Texas. February 1978 - July 1978.

Secretary to General Manager of Distribution.

- Keyed correspondence and memos.
- Made travel arrangements.
- Transcribed dictation from dictaphone.
- Answered phones.

Secretary.

- Keyed correspondence and memos.
- Filed reports and correspondence.

- Answered phones for five people.

Metropolitan Life Insurance. Houston, Texas. October 1973 to April 1976.

Application Clerk.

- Received, verified, and followed-up on insurance applications.

Secretary.

- Took shorthand, transcribed, and typed letters for 20 people.
- Answered phones.

Education

Bachelor of Business Administration in Management Information Systems
Sam Houston State University, Huntsville, Texas in December, 2002.
Overall GPA 3.94.

Computer Proficiency

Microsoft Office 2000 and XP
WordPerfect 2000

Accomplishments

- Received 1994 Staff Excellence Award, Sam Houston State University
- Received 2000 International Association of Administrative Professionals-Houston Chapter/Dr. Rita B. Huff and Dr. Ronald D. Johnson Scholarship