

**Rhonda Walls**  
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High-performing **Project Coordinator** with Accounting and Operations experience. Excellent verbal and written communication skills. Exceptionally detailed, organized and resourceful with ability to multi-task. Able to build strong business relationships. Experience spans multiple office environments including Recruiting, Technology, Sales, Banking and Academia. Proficient in MS office.

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**The University of Texas at Dallas**, Richardson, Tx

**1/10 – Present**

*Project Coordinator*

- Provides key administrative support to Executive Director of Cyber Security Research and Education Institute and other department faculty
- Proofreads/edits grant proposals, presentations, technical papers and manuscripts
- Assists with grant proposal activities by assembling information to prepare budgets and justifications, for example
- Plans events including large international conferences, namely ACM CCS 2017 (1,000+ attendees) and 2013 ICDM (500+ attendees)
- Tracks/manages project budgets and expenses including account reconciliation
- Oversees 11 NSF Scholarship for Service students by assisting with registrations, meeting, travel, reporting, and tracking deliverables and professional development
- Received the CARE Award in Fall 2012 (Celebrate Achievement Reward Excellence)
- Received the Jonsson School Exemplary Staff Contributions Award in 2011

**Kaye/Bassman International**, Plano, Tx

**1/07 – 9/08**

*Administrative Assistant*

- Provided key administrative support to Banking Practice Managing Partner
- Updated recruiting database (PCR) with information pertaining to candidates' resumes, presentations, interviews, offers, placements and salaries
- Created and maintained Excel spreadsheets to:
  - monitor recruiting and marketing activity
  - track current accounts receivable and year-to-date billings (vs. budget)
  - list individual payments of accounts receivable
- Completed client billings and expense reports and followed through payment cycle
- Identified potential clients and candidates via internet research
- Monitored people movement in the industry by review of journals and other publications
- Prepared correspondence to clients and candidates as needed

**Bank of America (formerly MBNA Technology)**, Addison, Tx

**11/93 – 11/06**

*Business Support Lead (2005 – 2006)*

- Gathered, condensed and edited programming project data such as status, completions, issues for quarterly department performance reviews using PowerPoint
- Developed and maintained organizational chart for 1,100 person post-merger area
- Entered data to assist in contractor requisition and tracking process
- Compiled and reported to managers information on key system outages and man hours lost

*Project Coordinator (1998 – 2005)*

- Prepared monthly financial variance reports including analysis of income and expense for four cost centers using general ledger, contractor expense forecasts and hours reports
- Forecasted contractor expense and tracked capital project hours
- Communicated with managers daily regarding departmental activities such as contractor time, project hours and variances
- Began work on the quarterly department performance reviews using PowerPoint with information collected from the four areas

*Administrative Assistant (1993 - 1998)*

- Supported one SVP with 4 direct reports
- Scheduled appointments and meetings and maintained calendar using MS Outlook
- Developed and maintained expansive multi-department filing system
- Identified and streamlined administrative functions across four departments
- Created Excel spreadsheets to allow managers to monitor departmental activities
- Completed day-to-day clerical functions as well as facilitated training of new hires
- Organized personnel files and completed salary adjustments and performance appraisals with a high level of confidentiality
- Arranged travel and prepared expense reports for manager and direct reports
- Prepared monthly financial variance reports including analysis of income and expense for four cost centers using general ledger, contractor expense forecasts and hours reports

**ProStaff and Financial Professionals**, Dallas, Tx

**07/91 – 05/93**

*Contractor/Temporary*

- Performed administrative and accounting functions including special projects on both short and long-term assignments

**1<sup>st</sup> Coppel Bank**, Coppell, Tx

**08/88 – 03/91**

*Vice President & Cashier*

- Managed daily operation of \$75 million independent bank which included overseeing teller, bookkeeping and customer service areas
- Responsible for liquidity and funds management, investment portfolio and the budgeting process
- Monitored general ledger activity daily including calculating yields on loans and deposits
- Reviewed invoices and prepared expense checks accordingly
- Completed and presented monthly financial reports to the Board of Directors
- Prepared minutes as Secretary to the Board and securely maintained records
- Ensured compliance with FDIC regulations at all levels
- Discovered case of employee embezzlement
- Served on the Loan Committee
- Received favorable examinations by all regulatory authorities
- Assets grew from \$60 to \$75 million during tenure with profitability each month

**Parkway Bank & Trust**, Dallas, Tx

**10/83 – 06/88**

*Assistant Vice President (1985 – 1988)*

- Oversaw Bookkeeping, Teller and Customer Service areas
- Completed monthly board reports
- Responsible for accounts payable, payroll preparation, employee benefits and employer taxes
- Performed multiple account reconciliations
- Acted as liaison for regulators and auditors

*Loan Administration Officer (1983 – 1985)*

- Managed loan, collateral and credit areas
- Prepared loan documents for installment, commercial and real estate loans
- Ensured a proper security interest was obtained on all collateral
- Maintained credit and collateral files
- Responsible for data entry of loan and payment information and balancing loan accounts

**EDUCATION**

The University of Texas at Dallas – Accounting major, Junior  
Dallas County Community College District  
(Accounting GPA – 4.0)

## **VOLUNTEER HISTORY**

### **The University of Texas at Dallas Staff Council**

**2011 – 2013**

- The Staff Council conveys information and make recommendations to the President regarding interests and concerns of Staff
- Staff Development Committee member, year 2
- Benefits Committee member, year 1

### **Richardson High School Golden Eagle Band**

**2011 – 2013**

- Assistant Treasurer (checked safe weekly and prepared deposits)
- Magazine Fundraiser Chair
- Active roles in Competitions, March-a-Thon and Band Banquet

### **Richardson West Junior High, Richardson, Tx**

**2008 - 2009**

- Recruited and scheduled parent volunteers for 7<sup>th</sup> and 8<sup>th</sup> grade band activities

### **Richardson Heights Elementary PTA, Richardson, Tx**

**2002 – 2009**

- Recruited members and promoted activities and events
- Named lifetime member in 2006
  - Treasurer (2008 – 2009)
  - Directory, Advertising Sales & Administration (2006 – 2008)
  - President ( 2004 – 2006)
  - Hospitality ( 2002 – 2004)