**Beth A. Newvine**

Marlow, OK 73055

#### Skills and Experience

 **Information Technology Services – 10 years**

* Perform computer repair on- and off-site including virus removal
* Perform(ed) hardware and software installations, updates and patches on multiple computers, sometimes simultaneously on over

40 computers through the use of remote viewing software

* Build/refurbish computer systems (desktops and laptops) for sale
* Assisted students/faculty/staff with miscellaneous IT and computer issues
* Provided help desk assistance for online students and other campus related computer issues
* Assisted with network issues as needed
* Webmaster for multiple organizations
* Introduced computer programs to increase efficiency
* Monitored/resolved problems with ITV classrooms
* Monitored lab and completed administrative recordkeeping tasks
* Granted Administrative password access to University mainframe and lab computers
* Uninstalled analog phones and installed and setup VoIP phones
* Updated software, performed preventative maintenance and uploaded information to medical equipment

**Accounting / Tax Preparation – 14+ years**

* Prepared monthly/quarterly client write-ups to include bank reconciliations, daily cash receipts spreadsheet, coded check stubs, created adjusting entries for above, prepared sales and tourism tax and payroll tax reports, including W-2’s and 1099’s by the 15th of the month
* Performed data entry / processing of above information to create financial statements which included balance sheet and income and cash flow statements by the 15th of the month – approximately twenty (20) clients monthly
* Created payroll checks for ten (10) businesses weekly and one (1) bi-monthly on a same-day turnaround
* Prepared individual, partnership and corporate tax returns
* Assisted with audits by creating random samples and verifying purchase order information as delegated sample

**Administrative / Receptionist / Office Clerk / Office Manager – 15 years**

* Opened / closed business on a regular basis
* Performed all daily operations of a business
* Performed daily entry of vendor invoices, customer invoices, closing out paid work orders, and related filing
* Performed online filing of appliance warranties and invoices for facilities management companies of retail industries
* Scheduled appointments and directed phone traffic as appropriate
* Created and mailed greeting cards for referrals, births, and deaths
* Compiled Flat Rate pricing books to include table of contents
* Entered data, printed, copied, collated and bound audits
* Responsible for office billing, supply reorder, and mail distribution

 **Organizational Skills – 5 years**

* Organized and cleaned up parts storage and tech rooms and showroom
* Introduced organizational methods to increase efficiency

 **Supervisory / Training Roles – 5 years**

* Reviewed applications, interviewed, and hired employees
* Supervised eight (8) student employees
* Trained new personnel as needed

 **Project Management – 1 year**

* Initiated, organized, promoted, assisted, and filed final paperwork for the Central High Community Wide Waste Tire

Clean Up Event

* Created current and projected floorplans and estimate of costs for mortgage company
* Hired, managed and paid sub-contractors
* Located, purchased and paid for materials
* Obtained advances from bank for construction note

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#### Experience (cont’d)

 **Human Resources / Recruiter – 1 year**

* Processed and qualified Department of Transportation driver applications
* Input all information on new drivers into J.J. Keller’s Driver Management Online, Dispatch Mate and RapidLog
* Verified previous employment on new drivers and employment verifications on previous drivers
* Created and managed Driver Qualification Files on a continual basis
* Processed Driver Qualification Files upon driver termination
* Responded to inquires about driving positions available

 **Sales – 6 months**

* Sold/processed Dish Network, HughesNet, ITLnet, AT&T DSL, Lasershield Alarm Systems from cradle to grave
* Received monies from customers for services and/or parts

 **Dispatcher – 3 years**

* Handled dispatch duties for a 7-day period after hours and on weekends
* On call 24/7 as primary contact to SAR volunteers for missions and training

 **Compliance Officer – 1 year**

* Processed driver daily logs using RapidLog and RapidLog Pro
* Tracked DOT inspections on drivers and maintained DOT inspection records
* Managed DOT Mandated Drug and Alcohol Testing Program
* Managed vehicle maintenance files on drivers vehicles, company vehicles and tow dollies
* Created responses to legal issues

#### Employment

|  |  |  |
| --- | --- | --- |
| 2009 – Present | **Senior Technician** | *PC Nurse Plus, Central High, OK* |
| 2012 – 2012 | **VoIP Phone Installer** | [*Halliburton Energy Services*](http://www.halliburton.com/)*/*[*WWT*](https://www2.wwt.com/)*/[Acuative](http://www.acuative.com/%22%20%5Ct%20%22_blank)/[Kforce](http://www.kforce.com/%22%20%5Ct%20%22_blank), Duncan, OK* |
| 2010 – 2012 | **IT Technician** | *Cameron University, Duncan, OK* |
| 2010 – 2010 | **Volunteer/Project Manager** | *Community Wide Waste Tire Clean Up Event,**Central High, OK* |
| 2010 – 2010 | T**echnician** | *TAD Technical/Adecco/Alaris-CareFusion, Duncan, OK* |
| 2009 – 2009 | **Office Manager/Computer Tech/Sales** | *AWT Service, LLC, Duncan, OK* |
| 2008 – 2009 | **Compliance Officer/IT Specialist\Webmaster\Recruiter** | *Wheels Unlimited, Inc./Express Personnel Professionals, Rush Springs, OK* |
| 2005 – 2010 | **Volunteer/Webmaster** | *Lawton Inter-Tribal Women’s League, Cache, OK* |
| 2005 – 2009 | **Webmaster** | *4K Conversions, Foster, OK* |
| 2006 – 2007 | **Project Manager** | *Current personal home renovation – 6 month project,**Central High, OK* |
| 2006 – 2007 | **General Office Clerk/IT Specialist** | *Bob Chambers Heat/Air/Appliance Repair, Lawton, OK* |
| 2003 – 2005 | **Computer Lab Assistant/Help Desk** | *Cameron University, Lawton, OK* |
| 2002 – 2003 | **Tax Preparer and Receptionist** | *Liberty Tax Service, Lawton, OK* |
| 1997 – 2001 | **Volunteer/Primary Call-out Person** | *Cochise County Search and Rescue, Sierra Vista, AZ* |
| 1984 – 1995 | **Accounting Clerk/Executive Assistant/Office Manager** | *Liester & Stabler, Inc., Lawton, OK* |

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# **Education**

**Bachelor of Science Computer Information Systems December 2005 Associate of Applied Science Computer Information Systems December 2003**

 *Cameron University, Lawton, OK* Minor in Business with a 3.571 GPA

**Courses of Study**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TECH4153 | Computer Security | CIS3183 | Structured Query Language (Access SQL) | ACCT2013 | Principles of Accounting I |
| CIS1063 | COBOL Applications I | CIS1023 | Report Program Generator (RPG) | ACCT2023 | Principles of Accounting II |
| CIS2063 | COBOL Applications II | MM2034 | Web Communication & Design | ACCT4013 | Income Tax Accounting |
| CIS4063 | Advanced Systems (COBOL III) | MM4023 | Advanced Web Communications | ACCT4023 | Corporate Income Tax |
| CIS2023 | Systems Engineering | TECH4023 | Computer Generated Presentations | TECH3013 | Technical Communications |
| CIS3043 | Facilities Management | TECH3003 | CorelDraw Graphics | ENGL1113 | English Composition I |
| CIS3083 | Database | COMM3991 | Photoshop | ENGL1213 | English Composition II |
| CIS2013 | Visual Basic Programming | TCE1063 | Telecommunications | COMM1113 | Fundamentals of Speech |
| CIS2023 | Business Applications of C++ | MIS2113 | Business Applications of Microcomputer Software | TECH4143 | Workplace Safety |
| CIS3023 | Advanced Business Applications of C++ | CIS1013 | Introduction to Computer Information Systems | COMM3991 | Conflict Management |

#### Certifications

|  |  |  |
| --- | --- | --- |
| Information Systems Security Basics | UNIX Security for System Administrators | DHS/FEMA Cyber Law and White Collar Crime |
| Basic Information Security Independent Study | Operational Information Systems Security | DHS/FEMA Information Security Basics |
| Department of Defense Information Assurance Program | Information Assurance for Auditors and Evaluators | DHS/FEMA Secure Software |
| Information Age Technology Course | System Administrator Incident Preparation & Response | DHS/FEMA Network Assurance |
| Information Operations Fundamentals | Auditing Logs for IA Managers | DHS/FEMA Digital Forensics Basics |
| The Insider Threat Short | Designated Approving Authority (DAA) Basics | DHS/FEMA Business Information Continuity |
| Passwords | Public Key Infrastructure | DHS/FEMA Information Risk Management |
| Information Assurance Security Awareness Briefing | Security Technical Implementation Guide Presentation | DHS/FEMA Cyber Incident Analysis & Response |
| Information Assurance Roles and Responsibilities Presentation | Defense Information Technology Security Certification & Accreditation Process | FEMA Basic Workplace Security Awareness |
| Antiterrorism Awareness Training Level I | Marking Classified Information | FEMA Workplace Violence Awareness Training 2011 |
| Cyber Protect Network Defense Exercise | Inspector General Information Assurance Course | Dell Desktop Certification |
| Computer Network Defense | DNS Basic Concepts | Dell Notebook Certification |
| Windows NT Systems Security | DOT-FMCSA Supervisor Training | Dell PowerConnect Certification |
| Network Security | DHS/FEMA Information Security for Everyone | Dell Printer Certification |
| Computer Fundamentals (Win XP) | DHS/FEMA Cyber Ethics |  |

### ACADEMIC HONORS

 Who’s Who Among American Universities and Colleges 2005

 President’s List, Cameron University, Summers 2002, 2003, 2004, 2005

### References

 Available upon request