

# Jessica M. Williams

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## Education

### **B.S. | AUGUST 2011 | WAYLAND BAPTIST UNIVERSITY**

- Major: Occupational Education
- Related coursework:
  - Principles of Management
  - Principles of Accounting I & II
  - Managerial Communication
  - Theory and Practice of Supervision
  - Dynamics of Leadership
  - Organizational Behavior
  - Human Resource Management
  - Structure and Process of Organizations
  - Small Business Management
  - Business Law
  - Entrepreneurship

### **M.B.A. | AUGUST 2015 | WAYLAND BAPTIST UNIVERSITY**

- Dual Major: Management and Human Resource Management
- Related coursework:
  - Managerial Economics
  - Diversity Management
  - Research Methods
  - Legal Environment
  - Managerial Finance
  - International Management
  - Organization Theory
  - Compensation, Benefits and Performance
  - Organizational Development and Behavior
  - Leadership and Management Development
  - Stress Management
  - Foundations of Economics, Finance Theory and Practice
  - Management Information Systems
  - Managerial Accounting
  - Ethics
  - Strategies of Human Resource Management

## **DOCTOR OF MANAGEMENT | EXPECTED NOVEMBER 2018 | WAYLAND BAPTIST UNIVERSITY**

- Major: Management
- Dissertation: Leading Change: Continuing Momentum in Higher Education When Leadership Changes

### **National Designations/Certificates**

- Certified Apartment Manager (CAM) designation through the National Apartment Association - 2005
- Certified Apartment Portfolio Supervisor (CAPS) designation through the National Apartment Association – 2009
- National Apartment Leasing Professional (NALP) designation through the National Apartment Association - 2011

### **Experience**

#### **2015-Current: Adjunct Instructor**

##### **Rawls College of Business (MGT) and University Studies (HRDV)**

- ◇ Prepare online course shell as well as course materials such as syllabi, homework assignments, tests
- ◇ Prepare and deliver online lectures to undergraduate students
- ◇ Maintain student attendance records, grades, and other required records
- ◇ Evaluate and grade students' virtual class work, assignments, and papers
- ◇ Compile, administer, and grade examinations
- ◇ Initiate, facilitate, and moderate class discussions
- ◇ Maintain regularly scheduled virtual and actual office hours to advise and assist students
- ◇ Collaborate with colleagues to address teaching and research issues

#### **2014-Current: Director of Academic Finance and Faculty Credentialing**

##### **Office of The Provost, Texas Tech University**

- ◇ Provide support to the Provost, Provost Office staff as well as to colleges in fiduciary matters
- ◇ Oversee areas of academic funding and Provost Office contributions
- ◇ Compile award requests for Provost approval and allocate funds to the appropriate colleges
- ◇ Approve budget prep submissions from each college, managing a budget total of over \$390,000,000
- ◇ Review revenue resources for the office of the Provost as well as the colleges
- ◇ Strategic planning in regards to academic funding- current and future funding
- ◇ Collaborate with President's Office, CFO and Asst VP in areas of academic finance

- ◇ Review and approve exception forms, ePAFs. and budget revisions in regards to academia
- ◇ Approve/ review OPC, HEAF and renovation requests for colleges
- ◇ Provide guidance for staff and academic appointments in the Provost office as well as in each college
- ◇ Manage faculty credentialing
- ◇ Approve and prepare faculty offer letter requests
- ◇ Track faculty vacancies. faculty hires, start-up requests, and faculty promotions

**2011-2014: Assistant Director**

**Budget and Resource Management and Planning, Texas Tech University**

- ◇ Knowledge of Banner, Cognos, Xtender and various reporting and budgeting, tools.
- ◇ Adjust and balance budgets
- ◇ Communicate with departments in regards to budgets
- ◇ Assist in Budget Prep training sessions as well as 1 on 1 workshops conducted by the Budget Department
- ◇ Supervised 3-5 employees

**2006-2011: Employee Development Coordinator**

**McDougal Companies**

- ◇ Develop and teach educational courses to company on-site property staff, including courses with National Apartment Association designations; these designations resulted in employees receiving a certificate as well as a pay increase for education. (97% of students passed consistently)
- ◇ Teach National Apartment Association designated courses (National Apartment Leasing Professional and Certified Apartment Manager courses) through the Lubbock Apartment Association to not only McDougal Companies' employees but other apartment companies' employees
- ◇ Coordinate with maintenance and housekeeping supervisors in regards to educational courses that would benefit maintenance and housekeeping personnel
- ◇ Track weekly occupancy and leasing statistics for each property to train in weak areas (i.e. resident retention. closing. follow-up)
- ◇ Assist with property audits and train in weak areas of the audit
- ◇ Assist in the development and implementation of McDougal Properties Policies and Procedures
- ◇ Assist Sr. Vice President in the review of budgets for each property site as well as give input to managers for efficiency and cost savings

**1999- 2006 Property Manager**

**McDougal Companies**

- ◇ Establish rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals

- ◇ Attract tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units to prospective renters
- ◇ Contract with tenants by negotiating leases; collecting security deposit and applications
- ◇ Accomplishing financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- ◇ Maintain property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with maintenance and landscaping companies
- ◇ Maintain building systems by contracting for maintenance services; supervising repairs
- ◇ Prepare reports by collecting, analyzing, and summarizing data and trends
- ◇ Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.