

Reba M. Wright

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OBJECTIVE: Seeking a position in need of an analytical, innovative, financial or strategic thinker.

EDUCATION:

2013	Ph.D.	Texas Southern University (Houston, Tx) <i>School of Public Affairs & Environmental Policy</i>	<i>Major:</i> <i>Urban Planning</i>
2003	M.B.A.	Texas Southern University <i>Jesse H. Jones School of Business</i>	<i>Business</i>
2001	B.B.A.	University of Houston (Houston, Tx) <i>C.T. Bauer College of Business</i>	<i>Finance</i>
2001	B.B.A.	University of Houston <i>C.T. Bauer College of Business</i>	<i>Management</i>
1992	A.A.	Houston Community College (Houston, Tx) <i>School of Business</i>	<i>Business</i>

EMPLOYMENT:

2015-Present University of Houston-Downtown, School of Business
Adjunct Professor
Courses: Personal & Behavioral Finance, Federal and State Governments

2015-Present Texas Southern University, School of Public Affairs
Adjunct Professor
Courses: Emergency Management, Planning, and Homeland Security

- Emergency Management * Disaster Resilient Communities
- Domestic & Global Terrorism * Principles to Hazard Mitigation
- Social Dimension of Disasters * Intro to Incident Command Systems
- Planning for Vulnerable Populations

Implement various projects, ie:

- Hazard Mitigation Plan: spearheaded student project to develop a mitigation plan for the university. Planned and wrote a draft hazard mitigation plan.
- Social Dimension Plan: spearheaded student project to develop a hazard assessment of the social dimension of vulnerable populations in the Sunnyside area.

2005-Present City of Houston, Mayor's Office, Public Safety & Homeland Security
Position: Financial Analyst IV

- Manage, interpret, and report millions of dollars of highly sensitive grants.
- Develop financial tracking module to capture revenue, expends, and project activities.
- Prepare and submit quarterly reports to agencies to include reimbursement requests, expends, and project performance.
- Conduct internal audits of grants to ensure compliance with agency requirements.
- Prepare close-out process by perform final reviews, calculate non-liquidated and make appropriate adjustments at close-out grant period.
- Assist in updating the biennial Regional Strategic Plan.
- Assist in the grant application process, reviewing and correcting financial data on grant application.
- Assist with facilitating strategic planning meetings.

- 2001-2005 **City of Houston, Police Department, Budget & Finance**
Position: Financial Analyst II
- Prepared budget related to grants administered by the police department.
 - Set-up and monitor grants in financial system according to requirements.
 - Reviewed posted transactions for accuracy and expense corrections.
 - Processed accounting and bookkeeping entries in the city's financial system.
 - Managed accounts payable, purchase credit card, and petty-cash accounts.
- 1999-2001 **City of Houston, Police Department, Fleet Management**
Position: Financial Analyst I
- Prepared annual budget related to police fleet inventory.
 - Tracked fleet inventory, maintenance, mileage, repairs, and cost repairs.
 - Prepared purchase requisitions to manage Fleet.
 - Prepared expend trend analysis; analyzed expense variances, and recommended actions to management.
 - Met with out-side vendors to reconcile expends transaction discrepancies.
- 1997-1999 **City of Houston, Finance & Administration, Fixed Asset**
Position: Management Analyst
- Maintained efficiency by planning and managing the Surplus & Salvage office.
 - Prepared and coordinated city auction sales of municipal disposable properties.
 - Prepared quarterly sales and tax, cost allocations and property transfer reports.
 - Completed personnel functions by interviewing, recommend hires, and monitor staff.
 - Prepared employee annual job performance reviews.
 - Organized staff meetings and appointments for upper management.
 - Scheduled travel arrangements and prepared documentation.
 - Processed weekly payroll, tracked and monitored employee attendance.
 - Trained office staff in preparing reports and analyzed financial system.
- 1996-1997 **Houston Independent School District**
Position: Teacher (Sub)
- Taught various grade levels throughout the district (elementary, middle, high schools).
 - Demonstrated effective interpersonal skills to interact with students and staff.
 - Effectively administered classroom assignments prepared by regular teachers.
- 1994-1994 **Equal Employment Opportunity Commission**
Position: Internship
- Assisted in implementing pilot mediation program designed to alleviate case load.
 - Analyzed discrimination cases against established standards to determine which case would benefit from mediation.
 - Recommended cases for mediation and arbitration.
 - Interviewed complaints to discuss mediation options.
 - Prepared status report of mediation cases, resolution, and submitted to Washington.
 - Organized community awareness presentations to inform of mediation program.
- 1992-1994 **City of Houston, Finance & Administration, Pension Office**
Position: Administrative Assistance
- Calculated monthly pension benefits for all City employees (Police, Fire & Municipal).
 - Analyzed employees' personnel records to determine pension eligibility.
 - Calculated accrual and interest pension buy-back options.
 - Discussed with physicians employees medical conditions to determine disability status.
 - Prepared reports to Pension Board detailing pension and disability determinations.

OTHER INTERESTS:

- Delta Sigma Theta Sorority, Incorporated
- Gamma Beta Phi Honor Society
- Phi Theta Kappa Honor Society
- Parent-Teacher-Association, President
- Woman Support Group, President

REFERENCES:

<u>Name</u>	<u>Title</u>	<u>Type</u>	<u>Phone</u>	<u>Email</u>
Alvina McCarty	Procurement Supervisor	Colleague	281-685-2384	alvina.mccarty@houstonpolice.org
Dr. Sheri Smith	Professor	Academic	713-828-4339	smithsl@tsu.edu
Toni Cheeks	Program Coordinator	Personal	281-701-5898	toni.cheeks@yahoo.com