

GINELLE N. MENZIES

Certified Public Accountant, State of California

(619) 762-7194 • ginelle.menzies@gmail.com • San Diego, CA

Dear Fermanian School of Business Search Committee,

I recently was made aware of the opportunity for an Adjunct Professor position for the Daytime MBA program in the Accounting for Decision Making course. As a CPA with a variety of experiences, both professional and personal, a passion for sharing knowledge, and a heart for young adults in higher education, I am enthusiastic about the opportunity and am confident I would be a valuable addition to the program.

After graduating with my Masters of Accounting, I've been fortunate to have experienced a wide range of professional opportunities. My career began as an auditor with PricewaterhouseCoopers as I gained my experience requirements to attain my CPA license. From that point, I worked as an accounting consultant applying my accounting knowledge to assist clients in their compliance with US GAAP, develop business solutions for growing companies, and manage staff of varying levels and cultural backgrounds. For over 10 years, I have been a contractor for the American Institute of Certified Public Accountants (AICPA) in the development of the Uniform CPA Examination, where I have applied my technical writing skills and knowledge of accounting practice and standards to write and review multiple choice question items and simulations. This experience has allowed me to expand my skills as a writer and test creator as well as given me the opportunity to mentor and collaborate with other test developers to improve the quality and efficiency of the exam and test development process. Although I have not yet had the opportunity to formally work as an educator, the combination of my technical knowledge, experience in test development, and innate desire to help others improve and grow in their own knowledge and skills naturally makes me interested in pursuing academia for the next stage of my career.

In addition to my professional background, my Christian faith has been deepened by my involvement in serving in a variety of capacities, including those relevant for this position. I have lectured and facilitated group study for women's Bible studies in both San Diego and Madrid, Spain, and am currently serving in my church's college ministry as a group leader and mentor. I am encouraged that my personal faith and commitment to helping others grow in their own faiths can be an integral part of my work environment if selected for this position.

Please review my attached resume for additional details regarding my background and experiences. I look forward to taking the next steps in becoming an Adjunct Professor in the Fermanian School of Business.

Thank you for your time and consideration.

Sincerely,

Ginelle Menzies, CPA

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Education	Masters of Accounting , Business Management electives, Fellowship Recipient University of Southern California; Los Angeles, CA	May 2005
	BBA in Accounting , Concentration in Marketing, Minor in Religion The College of William & Mary; Williamsburg, VA	Cum Laude, May 2004
Relevant Experience	American Institute of Certified Public Accountants (AICPA) <i>Contractor; Uniform Certified Public Accountant (CPA) Examination</i>	varying locations November 2007 - present
	<ul style="list-style-type: none">Writes multiple choice question items and task-based simulations for Auditing & Attestation (AUD), Financial Accounting & Reporting (FAR), and Business Environment & Concepts (BEC) sections of the CPA exam using extensive technical writing skills to test candidates' competency and understanding of current accounting topics and newly published regulations, including proficiency in US GAAP, GASB, not-for-profit accounting, and integrated auditsAdvises writers in an iterative process to revise drafted CPA exam items by addressing assigned accounting topics and required writing and formatting guidelinesIndependently reviews writers' final drafts of CPA exam items and, in a collaborative group setting, determines item eligibility for advancement in the process	
	Robert Half International, Inc., Management Resources <i>Accounting Consultant; CFO Strategies Inc.</i>	San Diego, CA October 2008 – December 2009
	<ul style="list-style-type: none">Prepared SEC financial statement filings for publicly-traded companies (10-K, 10-Q, 20-F)Developed and implemented risk assessments, internal control matrices, and business process control test plans in compliance with Sarbanes-Oxley for domestic and Chinese companiesAssisted Chinese NASDAQ company with management of annual audit, including conducting preliminary control testing and preparation of PBC schedulesPerformed bookkeeping/Controller function for parent company and its two subsidiariesManaged and mentored up to 3 CPA candidate employees in client service team atmosphere	
	<i>Account Executive</i>	April 2008 – September 2008
	<ul style="list-style-type: none">Developed client relationships and consulted with senior corporate officers to assess and meet finance & accounting project and contract needsRecruited, counseled, and placed senior level finance & accounting professionals on engagements suited to clients' needs and consultants' skills	
	Robert Half International, Inc., Salaried Professional Services <i>Accounting Consultant; Advanced Diagnostic Group</i>	Tampa, FL May 2007 – October 2007
	<ul style="list-style-type: none">Developed efficient month-end close and financial reporting procedures to decrease process time from two weeks to two daysResearched and analyzed several potential acquisition opportunities, doubling the number of owned facilities in six months and preparing the company to triple its facilities in the next six monthsReviewed financial data and reports from previous periods, resulting in a revenue recognition increase of 10% of the monthly average due to previously overlooked revenueCreated system of financial data accountability, substantially increasing accuracy & consistency of reports and consolidations	
	PricewaterhouseCoopers, LLP <i>Assurance Associate</i>	San Diego, CA August 2005 - November 2006
	<ul style="list-style-type: none">Planned and performed audit procedures in a team environment for both publicly and privately held companies in a strict deadline-driven atmosphere in accordance with US GAAPDeveloped expertise in areas of cash, accounts payable, accounts receivable, cost accounting, payroll, journal entries, inventory, internal controlsSupervised and assessed performance of new-hire associates and reported findings of procedures to partners and client management	

Additional Experience	USS Nimitz Family Readiness Group , a 501(c)7 organization <i>Treasurer</i>	San Diego, CA July 2009 – December 2010
	PricewaterhouseCoopers, LLP <i>Summer Assurance Intern</i>	Washington, DC Summer 2003
	Robert Half International, Inc., Accountemps Division <i>Data Computer, Cash Poster, Billing Agent</i>	Bellevue, WA Summers 2002 & 2003
	Law Offices of Meade Brown, Jr. <i>Legal Assistant/Bookkeeper</i>	Juanita, WA Summer 2001
Ministry Experience	College Avenue Baptist Church <i>Newcomers Welcome Team Member</i>	San Diego, CA April 2019 – present
	<i>College Ministry Group Leader</i>	January 2019 – present
	<i>New Ministry Committee Member</i>	May 2014 - December 2014
	<i>Hospitality Team Member</i>	May 2014 - December 2014
	<i>Women's Bible Study Leader</i>	September 2013 - December 2014
	<i>Preschool Sunday School Teacher</i>	September 2012 - December 2014
	Immanuel Baptist Church <i>International Women's Bible Study Leader</i>	Madrid, Spain March 2017 – June 2018
	<i>Planner/Coordinator for various Women's Ministry Events</i>	January 2017 – June 2018
	<i>Vacation Bible School Group Leader; Program Oversight Committee</i>	Summers 2016 – 2018
	<i>Substitute Sunday School Teacher</i>	July 2015 – June 2018