

# ELIZABETH R. HOLBROOK, CPA, MSA

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## EDUCATION

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*Master of Science: Accounting*

*March 2018*

**Liberty University, Lynchburg, VA**

- Cumulative GPA- 4.0
- Graduated with High Distinction

*Bachelor of Arts: Accounting and Business Administration*

*May 2012*

**Point Loma Nazarene University, San Diego, CA**

- Cumulative GPA- 4.0
- Summa Cum Laude
- 2012 Accounting Student of the Year
- Dean's List 2008 to 2012
- Student Accounting Society President
- ACC 201, ACC 202, ACC 370, ACC 371, WRI 110 Grader

## CERTIFICATIONS

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*Certified Public Accountant, State of California*

## TEACHING EXPERIENCE

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**Point Loma Nazarene University**

San Diego, CA

*Adjunct Professor of Accounting*

*September 2014 to Present*

- Teach Advanced Financial Accounting to undergraduate senior accounting students, covering advanced topics such as consolidations, foreign currency instruments, partnerships, government accounting and non-profit accounting
- Teach Intermediate Financial Accounting to undergraduate accounting and finance students, covering an in-depth study of generally accepted accounting principles as they relate to all parts of the balance sheet and income statement
- Teach Beginning Financial Accounting to undergraduate business students covering basic financial accounting concepts such as the accounting cycle, generally accepted accounting principles and accrual-based accounting
- Teach Accounting Ethics to undergraduate accounting students, providing them with theoretical knowledge and a practical framework to identify and deal with ethical conflicts encountered in the accounting profession
- Mentor students both in and out of the classroom, guiding them through career and life decisions
- Receive consistently high ratings on student evaluations across all courses taught

## WORK EXPERIENCE

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**ViaSat, Inc.**

Carlsbad, CA

*Senior Revenue Recognition Accountant*

*January 2016 to November 2017*

- Worked with business area personnel and external auditors to establish various revenue recognition determinations for significant awards greater than \$500K such as multiple-element arrangements, percentage of completion accounting, and lease considerations
- Consulted with several different business areas as the revenue expert in corporate finance

- Organized and oversaw quarterly testing of revenues for projects generating quarterly sales greater than \$1 million by facilitating selection methodology with the external audit team and completing initial tests
- Assisted in leading the revenue team to analyze the new revenue recognition accounting guidance under ASC 606 and identified the impact of established accounting positions as well as the implementation plan for a smooth transition to the new standard across the entire company

### **Lindsay & Brownell, LLP**

*Senior Accountant*

*Staff Accountant*

*Intern*

La Jolla, CA

*December 2014 to January 2016*

*August 2012 to December 2014*

*January 2011 to August 2012*

- Prepared and reviewed hundreds of individual, trust, entity and non-profit tax returns
- Engaged in tax planning and consulting for individual, trust, entity and non-profit clients
- Prepared and assisted on compilations and audits of non-profit clients
- Provided assistance and consultation to clients in the maintenance, upkeep and cleanup of their books on both a GAAP and tax basis
- Proficient in ProSystems Fx Tax, Creative Solutions Accounting, QuickBooks, MS Word and MS Excel
- Interacted and built relationships with clients, helping them gain an understanding of their financial situation as it relates to both tax and general business decisions
- Actively participated on the recruiting committee, networking with students and helping to coordinate hiring of both interns and full-time employees
- Planned and carried out training for new full-time employees and interns encompassing individual, trust and entity tax preparation

## **MINISTRY ACTIVITIES**

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### **The Church at Rancho Bernardo**

San Diego, CA

- “Life Group” Leader for Married Couples with Young Children – September 2019 – Present
- Women’s Ministry Planning Team, June 2019 – Present
- “Mom-to-Mom” Bible Study – September 2017 - Present
- “Life Group” Member – September 2014 – Present
- “Grace’s Story – Easter 2018” Video – April 2018
- 4<sup>th</sup>/5<sup>th</sup> Grade Sunday School Teacher – September 2015 – June 2017

## **COMMUNITY INVOLVEMENT**

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### **Rady Children’s Hospital**

*Family Advisory Council Co-Chair*

*Family Advisory Council Member*

San Diego, CA

*January 2019 – Present*

*March 2018 – Present*

The mission of the Family Advisory Council is to *promote family-centered care and advise and advocate on behalf of children and their families — using experiences, wisdom and diverse points of view — so that positive changes are made at Rady Children’s Hospital-San Diego and in the community.*

- Plan, coordinate, attend and run monthly meetings with patient families and hospital leadership
- Identify issues that need to be addressed within the hospital and work with hospital leadership to find a solution that satisfies all interested parties
- Lead a discussion between hospital leadership and members of all hospital family advisory councils to develop mental health resources for parents and other family members who have children in the hospital
- Review and provide feedback on a variety of hospital resources that families receive, including the hospital “Family Guide” that is given to all families upon admission to the hospital
- Led 100 participants in the creation of an “action plan” during a Suicide Prevention Symposium hosted by Rady Children’s Hospital
- Spoke on a parent and physician panel during a conference put on by Rady Children’s Hospital and Children’s Hospital of Orange County for a group of 200 pediatricians on the importance of family centered care