

BARBARA BOYD MARLOW, C.P.A.

Fort Worth, TX 76179

817.366.2283

PROFESSIONAL EXPERIENCE:

BAIRD, HAMPTON & BROWN, INC. Fort Worth, Texas 2008- 2012

Civil, Mechanical & Electrical Engineers

CONTROLLER/CFO

- Supervise monthly close
- Reconciliation of general ledger accounts
- Prepare monthly financial statements
- Responsible for all aspects of Human Resources

RSR CORPORATION Dallas, Texas 2007- 2008

Recycler of lead with sales of over \$600 million

REVENUE ACCOUNTING MANAGER

- Responsible for cost accounting and billing of three smelters
- Supervise monthly close
- Reconciliation of general ledger accounts
- Prepare audit schedules for external auditors

TANDY BRANDS ACCESSORIES, INC. Arlington, Texas 2006-2007

An importer and manufacturer of Men and Women's accessories with sales of over \$175 million

DIVISION CONTROLLER

- Responsible for the accounting of over \$55 million in inventory
- Supervise monthly close
- Reconciliation of general ledger accounts
- Responsible for conversion of Manufacturing to new system
- Prepare reports for internal and external reporting
- Prepare audit schedules for external auditors
- Preparation of Letters of Credit for foreign vendors

PIER 1 KIDS, INC. Fort Worth, Texas 2000-2006

A subsidiary of pier 1 Imports, Inc. a children's retail furniture and accessory company with \$40 million in sales

CONTROLLER

- Supervise all aspects of monthly close of A/R and A/P, reconciliation of general ledger accounts and month-end journal entries
- Prepare monthly financial statements
- Prepare reports for internal and external reporting
- Responsible for year-end closing of general ledger
- Responsible for lease accounting
- Assist in the preparation of annual Budget and monthly Forecasting
- Responsible for Inventory Control
- Responsible for Sarbanes-Oxley 404 documentation
- Supervise a department of eight accountants

THE WITTE MUSEUM

San Antonio, Texas 1996-2000

A natural History and Art Museum with revenue of over \$25 million**VICE PRESIDENT OF FINANCE**

- Supervised all aspects of monthly close of A/R and A/P, reconciliation of general subsidiary ledgers and month-end closing adjustments
- Preparation of monthly financial statements
- Presented financial statements to Finance Committee, Executive Committee and Board of Directors
- Prepared annual Budget
- Responsible for forecasting cash flows and management of cash
- Responsible for year-end closing of general ledger
- Responsible for the coordination, preparation and review of fiscal year-end external audit
- Responsible for all aspects of Human Resources

SAN ANTONIO CHAMBER OF COMMERCE

San Antonio, Texas 1994-1995

A Not-For-Profit organization with over \$20 million in revenue**CONTROLLER**

- Supervised all aspects of monthly close of A/R and A/P, reconciliation of general ledger
- Prepared monthly financial statements
- Presented financial statements to Finance Committee, Executive Committee and Board of Directors
- Prepared annual Budget
- Responsible for year-end closing of the general ledger and the coordination and review of fiscal year-end audit
- Responsible for all aspects of Human Resources

GREATER SOUTH TEXAS BANK

Falfurrias, Texas 1993-1994

A Savings and Loan Bank with over \$500 million on deposit**VICE-PRESIDENT-CHIEF OPERATIONS OFFICER**

- Responsible for all aspects of operations
- Offered considerable guidance with loan documentation and compliance
- Cleaned up and organized all accounts of general ledger
- Set up systems of Internal Controls that met the approval of both external and federal examiners
- Implemented a much more complete utilization of the computer system to efficiently serve the needs of the bank

PATRICK L. MOORE, C.P.A.

Falfurrias, Texas 1984-1992

A local CPA firm with over 500 clients**SENIOR ACCOUNTANT**

- Prepared monthly financial statements for various clients including car dealerships, farmers and ranchers and service businesses including lumberyards, oil field services, trucking companies, retail sales and construction companies
- Responsible for approximately 150 Income Tax Returns ranging from 1040EZ to complex Corporate, Partnership and Trust Returns
- Worked on Audits of Banks, School Districts, Savings and Loans and Title Companies
- Responsible for the training of employees and employees of clients

EDUCATION:

BBA-Texas A & M University, Kingsville, Texas

CERTIFICATION:

Certified Public Accountant, State of Texas

COMPUTER SKILLS:

- System 21
- GERS Retail System
- MAS 90 and 200
- Great Plains
- Microsoft Word, Excel, Access, Visio and PowerPoint
- MIP Fund Accounting System

ACTIVITIES:

- Founder and Director of The Learning Tree, Falfurrias, Tx
- Mentor – Business Careers High School – San Antonio, Tx
- Adopt - a – School Program – E. M. Daggett – Fort Worth, Tx
- Alpha Phi Sorority, Texas Tech University, Lubbock, Tx