

JULIE M. HOFFMANN, MBA

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ACADEMIC POSITIONS

Teaching Professor

Fall 2018 - Present

Department of Business Analytics and Information Systems, Williams College of Business, Xavier University

- Instruct Intro to Business Analytics – BAIS 211
- Instructed Quantitative Reasoning – BAIS 210
- Instructed Statistics for Business II – STAT 211
- Chapter Advisor and Honorary Member, Delta Sigma Pi
- Ethics Mentee Scholar
- Chaperone for MBA International Business trip to London and Paris
- Diversity and Inclusion Teaching Academy
- Academic Advisor to Business Analytics majors
- Laudato Si' Ecology Committee, action planning member
- Web Master, Business Analytics & Info Systems department
- Completed Introduction to Online Course Design, certification to teach online
- Completed various pedagogy trainings through the Center of Teaching Excellence
- Certificate of completion for Clery Act Basics Full Course
- Certificate of completion for Hazing Prevention Misconceptions and Pitfalls
- Certificate of completion for Suicide Prevention: QPR Gatekeeper Training

EDUCATION

Master of Business Administration , Utah State University, Logan, UT	2007 - 2008
Business Analytics Courses , Xavier University, Cincinnati, OH	2018 - 2020
Excel and Accounting Courses , Western Governor's University, On-line	2016 - 2018
Bachelor of Arts, Mathematics/Statistics , Miami University, Oxford, OH	1995 - 1999
Bachelor of Science, Secondary Education Miami University, Oxford, OH	1995 - 1999

OTHER TEACHING AND MENTORING EXPERIENCE

Internship Supervisor and Mentor , Conservice, LLC and United Way of Southern Nevada	2014 - 2016
United States Peace Corps Volunteer Educator Ghana, West Africa	2002 - 2004
• Instructed all secondary levels of Core and Elective Mathematics; Students achieved 100% passing rate	
• Founded HIV/AIDS Awareness Club and Mathematics Club	
• Selected to be trainer of incoming volunteers	
Secondary School Educator , Ursuline Academy, Cincinnati, OH	2000 - 2001
• Instructed Pre-calculus and Algebra II	
International Student Teaching Program , Germany	1999
• Instructed courses in Calculus, Geometry, and Algebra	

PROFESSIONAL EXPERIENCE

Finance and Administration Director , United Way of the Desert, Palm Desert, CA	
• Maintain all software and databases as database/systems administrator	2016 - 2018
• Meet with all department heads on budget expense variance analysis and determine annual budgeting forecast	
• Pull database reports for CEO, board members, team and United Way Worldwide	
• Maintain all computer hardware, office equipment, and office space; monitor inventory and order supplies	
• Develop importing processes of data from multiple sources into QuickBooks	
• Run Finance Committee meetings; present financials and cash flow monitoring and analysis chart	
• Continuous improvements to processes including cash handling controls, recording/reconciliations, consolidating bank accounts	
• Prepare all monthly entries, bank reconciliations, financials, and budget variance analysis for board member meetings	
• Process all receivables, payables, payroll, 403b contributions	
• Responsible for onboarding/off boarding of employees; assist EE in plan selection; liaison between reps and vendors	
• Review and maintain all financial policy and procedure; produce annual audit schedules	

- Responsible for fiscal operations of water assistance program; coordinate processes between water companies and agencies

Assistant Controller, United Way of Southern Nevada, Las Vegas, NV 2014-2016

- Summarized monthly revenue to import and reconcile from database to general ledger
- Improved data support functions as database systems administrator
- Produced monthly financial schedules, bad debt allowance, journal entries and data mining reports to CFO
- Set up in-house database processing for previously outsourced campaigns resulting in increased customer service
- Reduced designation payable expenses by 25% through converting to automated cash-based process in database
- Produced revenue budget and monthly analysis, audit schedules, policy review and United Way Worldwide reporting requirements
- Achieved over 99% accuracy managing the recording of all pledge revenue, payments, and designation payables in database

Revenue Controller, Conservice, LLC, Logan, UT 2008 - 2014

- Collaborated with IT department to develop, test and implement software enhancements for invoicing from database of ledgers
- Managed charge/payment/invoice imports, payment receipts and reimbursements to/from database
- Delivered database reports and accounting support to account managers, sales team, and property managers
- Monitored budgeted expenses versus actuals
- Used data visualization to monitor outstanding receivables; reduced by 60%;
- Performed ROI analysis on company pricing resulting in some regulation changes; identified low profit clients
- Developed 10 monthly quality control processes for reconciliation, auditing and analysis purposes

Office Manager NCRTM, Utah State University, Logan, UT 2006 - 2008

- Hired, trained, and supervised daily tasks of student office assistants
- Managed on-line store, responded to customer inquiries, filled and tracked sales orders in QuickBooks
- Conducted general maintenance and improvements to website; digitized on-line catalogue of training materials

Benefits Assistant Macy's Department Store, Inc., Cincinnati, OH 2004 - 2005

- Prepared invoices and spreadsheets; audited database lists and monitored bank accounts

Co-Manager Madeira Swim & Tennis Club, Madeira, OH Seasonal 1994 - 2001

- Managed daily operations of pool grounds; coordinated swim lessons; managed concessions
- Trained and supervised lifeguards, front desk, and concessions workers
- Water Safety Instructor Certified, AHA Heart saver CPR Certified, lifeguard

TECHNICAL EXPERIENCE

- Advanced experience in Excel, Word, R, Andar, MIP, Yardi, QuickBooks, and proprietary database software
- McGraw-Hill Connect Integration with Canvas
- Cengage Integration with Canvas
- Cascade CMS, Xavier University

LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

- Board Member and consultant, *United Way of the Desert*
- Leadership Essentials Certification, *Conservice, LLC, Logan, UT*
- M.B.A. Association, Treasurer, *Utah State University*
- VP of Membership, *Pi Sigma Epsilon, Sales and Marketing Fraternity, Miami University*
- Chaplin, *Kappa Delta Sorority, Miami University*
- Treasurer, *Habitat for Humanity, Miami University*
- Volunteer with many non-profits including: *AYSO Soccer, United Way, Matthew 25 Ministries, Martha's Village and Kitchen, Habitat for Humanity, Cincinnati United Soccer Club and various Parent Teacher Associations*