

Jeffrey Scott Andrews

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Education

Master of Business Administration, the University of New Orleans, New Orleans, Louisiana, August 1997.
Bachelor of Science in Finance, the University of New Orleans, New Orleans, Louisiana, August 1993.
Basic Operations Course, McDonald's Corporation, Metairie, Louisiana, June 1987.

Experience

July 2006 – Present

Director of Information Technology, William Carey University, Hattiesburg, Mississippi.

Essential Functions:

- Develop, maintain and monitor the university's technology strategic plan.
- Serve as central server administrator for Microsoft Active Directory deployment.
- Oversee the operation of the university's Cisco unified wireless LAN.
- Server as central network administrator for Cisco LAN/VLAN/WAN structure.
- Provide help desk operations servicing 360 university owned PCs, and 10 servers.
- Oversee operations, maintenance, support, training and on-going development of the university's student information system (Three Rivers Systems - CAMS).
- Oversee operations, maintain, support and provide training for the university's accounting information system (Blackbaud - Financial Edge).
- Oversee, maintain and support the university's course management system (Desire 2 Learn).
- Maintain the university's web presence <http://wmcarey.edu>
- Serve on various committees.

July 1997 – June 2006

Director of Budgeting and Financial Analysis, William Carey University, Hattiesburg, Mississippi.

Essential Functions:

- Develop and monitor \$21million operating budget and \$1.5million capital budget.
- Direct the distribution, review and analysis of monthly, quarterly, and annual budget variance reports.
- Represent the needs of the Information Technology Department to the administration.
- Endowment account management.
- Present reports to the Board of Trustees as directed by the President and Treasurer.
- Direct the fiscal operations of campus auxiliary services including; Bookstore, Cafeteria, and Student Housing.
- Oversight of administrative activities on satellite campuses.
- Provide support and personnel training for the college accounting information system.
- Monitor the institutional effectiveness program for the Office of Financial Affairs.

July 1995 - June 1997

Director of Marketing and Student Services, William Carey University School of Nursing, New Orleans, Louisiana.

Essential Functions:

- Develop and monitor \$4million campus operating budget.
- Direct the administrative functions of satellite campus.
- Develop enrollment goals and recruiting strategies.
- Provide leadership to the offices of: Financial Aid, Business Services, Admissions and Recruiting, Registrar, and Bookstore.
- Campus information system administration.

Experience--(continued)

December 1993 - June 1995

Assistant Director of Financial Aid, William Carey University School of Nursing, New Orleans, Louisiana.

Essential Functions:

- Student financial needs analysis and award packaging.
- Process federal family educational loan applications through on-line database.
- Counsel students and conduct entrance and exit loan interviews.
- Conduct random audits of student records to ensure compliance with federal regulations.
- Supervise office staff.

March 1992 - November 1993

Assistant Manager, Nepenthe Incorporated, d/b/a McDonalds, Mandeville, Louisiana.

Essential Functions:

- Ensure customers receive quality food, fast service, in a clean restaurant environment.
- Current asset management.
- Direction of store planned maintenance and training systems.
- Scheduling of work crews
- Prepare weekly, monthly and annual quality cost reports including conducting physical inventory.
- Customer relations.

January 1986 - March 1992

Assistant Manager, McDonald's Corporation, Slidell, Louisiana.

Essential Functions:

- Ensure customers receive quality food, fast service, in a clean restaurant environment.
- Current asset management.
- Direction of store planned maintenance system.
- Customer relations.

July 1983 - January 1986

Crew Person, McDonald's Corporation, Slidell, Louisiana.

Teaching Experience

November 1994 - February 1995 and January 1998 – July 2006

Lecturer, William Carey University, Hattiesburg, Mississippi.

Courses Taught:

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| ▪ Managerial Finance | ▪ Introduction to Personal Computing |
| ▪ Personal Finance | ▪ Advanced Computer Applications |

Conduct college courses in Managerial Finance, Personal Finance, Intro to Computers, and Advanced Computer Applications.