

LaCresha U. Bickham Green

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Career Overview

An English professional with nearly 10 years of teaching experience in higher education with students ranging from dual enrollment secondary to advanced level undergraduate; teaching career includes 4-year colleges through research universities; particularly favored for the ability to connect with students and present relevant and effective student-centered curricula; experience is further cemented by a 15-year corporate career in finance and accounting which laid a strong and successful foundation for corporate communication, analysis, leadership, problem solving, and client service/student engagement

Educational Profile

MASTER OF ARTS | MAY 2013 | NORTHERN ARIZONA UNIVERSITY

English: Rhetoric and Teaching of Writing

GRADUATE CERTIFICATE | MAY 2013 | NORTHERN ARIZONA UNIVERSITY

Professional Writing (Business & Technical Writing)

BACHELOR OF SCIENCE | MAY 1994 | SOUTHERN UNIVERSITY

Business: Accounting

ADDITIONAL TRAINING

Clemson Online Instruction Support Training; Classroom Teaching: Communication Strategies & Techniques, Classroom Management Techniques, How to Motivate College Students, How Adults Learn and Use Knowledge, Evaluation Techniques, Advanced Instructional Techniques, Questioning Techniques, Maintaining a Respectful Learning Environment

Corporate Training: Powerful Communication Skills for Woman; The Power of Persuasion Series; Train the Trainer (Series 1-3); The Practical Coach Training, Career Development & Mentor Program (Pilot Class) - TriMont Real Estate Advisors

Technical Proficiencies & Key Areas of Expertise

ENGLISH & COMMUNICATION

Teaching & Training: Composition & Written Analysis; Business & Professional Writing; Writing & Editing: Academic Writing, Technical Manuals, Training Material, Speeches, Newsletter Articles, Audit Reports, Competitive Essays, Narrative Writings, and Website Content; Oral Communications: Training, Motivational & Inspirational Speaking, Public Speaking Coach

DIGITAL COMPETENCIES

Canvas, Angel, D2L, Black Board, Moodle, Sakai, TechSmith-Snagit, Documentum, MS Word, MS Excel, MS PowerPoint, MS Publisher, Canva, Adobe Suite, MS Dynamics- GP, FRX, Integration Manager

RESEARCH & ANALYSIS

Academic Research; Organizational Research: use of source documents and interview sources for variance analysis reports, account reconciliations, and billing discrepancies; Analysis of financial statements, treasury reports, customer accounts, loan documents, operating & LLC agreements, and other technical documents; Strong critical thinking and analytical skills

Teaching Experience

SENIOR LECTURER | CLEMSON UNIVERSITY | 2021 – PRESENT

LECTURER | CLEMSON UNIVERSITY | 2016 – 2021

(COURSES TAUGHT: RHETORIC & COMPOSITION, TECHNICAL WRITING, BUSINESS WRITING)

Responsible for delivering a student-centered curriculum at a 4/4 course-load; other duties include those commensurate with full-time lecturer positions such as developing lesson plans, ensuring course goals and expectations are met through course work and assignments, and challenging students to become higher-level thinker and effective communicators through multiple modes

INSTRUCTOR | GEORGIA GWINNETT COLLEGE | 2014 – 2016

(COURSES TAUGHT: DEVELOPMENTAL ENGLISH, COMPOSITION I, COMPOSITION II)

Responsible for delivering a student-centered curriculum and for developing weekly lesson plans; guiding students in developmental writing areas including sentence development, paragraph development, paragraph editing & revision, and composition of essays; guiding students in composition areas to include the writing process, paragraph and essay development and refinement, research, critical reading, and other areas; responsible for timely reporting of attendance and grades; responsible for participating in student engagement and retention initiatives

INSTRUCTOR | LANIER TECHNICAL COLLEGE | 2014 – 2015

(COURSES TAUGHT: ENGLISH COMPOSITION I)

Responsible for delivering student-centered curriculum and for developing weekly lesson plans; guiding students in composition areas to include the writing process, paragraph and essay development and refinement, research, critical reading, and other areas; responsible for timely reporting of attendance and grades; responsible for participating in student engagement and retention initiatives; other administrative duties

Other Professional Experience

SENIOR ACCOUNTANT | TRIMONT REAL ESTATE ADVISORS | 2007 - 2011

Responsible for month end close; completed P&L analysis and other schedules to accommodate close; responsible for researching, calculating, and updating Billable Travel reports; revenue accounting to include invoicing, billing & addressing all billing inquiries for assigned portfolios; payment of all invoices & employee travel and reimbursable expenses- reviewed all voucher and expense reports to ensure compliance with company policy; handled all A/P inquiries

- Responsible for writing training manual and conducting department training on expense reimbursement and processing
- Wrote Standard Operating Procedures for various month end close processes and billing processes
- Extensive use of communications skills to write narratives for financial statement analysis
- Created more efficient process for billing servicing fees, and for reducing the total volume and dollar amount of outstanding receivables; key contributor in clearing over \$80K 120+ days aged receivables

- Was able to uncover \$116K expenses overpaid to a 3rd party vendor; created new process to avoid future occurrences
- In charge of editing and updating policies and procedures for accounts payable

SENIOR ASSOCIATE- ASSET SERVICING | TRIMONT REAL ESTATE ADVISORS | 2001 - 2007

Responsible for servicing and reconciling debt and equity portfolios; duties include posting receivables, and payables; responsible for assisting with month end cash remittance reporting; successfully maintained daily preferred return, return of capital, profit, and equity balances; also maintain principal and interest balances for debt portfolio; responsible for generating monthly equity reports; responsible for generating monthly equity and debt service bills; monthly review and reconciliation of debt and equity schedules to ensure compliance with LLC and Operating Agreements as well as Promissory Notes and Loan Agreements; in charge of logging activity and maintaining monthly performance matrix for equity servicing; Responsible for writing equity training manuals; conducted quarterly trainings

- Conducted departmental trainings
- Responsible for editing and proofreading training manuals
- Wrote Standard Operating Procedures manuals for equity servicing
- Selected for the fast track Management Training Program
- Selected as 1 of only 10 company-wide for the Associate Training Program –pilot class
- Responsible for dissecting information and extracting information from documents for analysis - LLC and Operating Agreements

TREASURY ANALYST | ONESOURCE FACILITY SERVICES | 2000 – 2001

Responsible for management of cash; duties included analysis of bank statements and reports to determine the company’s cash position, preparing reports for upper management, and establishing rapport with account representatives at various banks; transmitted and received funds through electronic fund transfer and ACH

CUSTOMER ACCOUNTS REPRESENTATIVE| TOYOTA & LEXUS FINANCIAL SERVICES | 1996 – 2000

Responsible for management of cash; duties included analysis of bank statements and reports to determine the company’s cash position, preparing reports for upper management, and establishing rapport with account representatives at various banks; transmitted and received funds through electronic fund transfer and ACH

Professional Associations & Honors

National Council of Teachers of English (NCTE)

Association for Business Communication (ABC)

Delta Epsilon Iota Academic Honor Society- Northern Arizona University

Graduate with Distinction (3.91 GPA and above) – Northern Arizona University

Partners in Productivity Award – Toyota & Lexus Financial Services

Corporate Shining Star Award for Excellence in Team Leadership and Volunteerism- Toyota & Lexus Financial Services