



**Kellie Cowan**  
*Office Manager*

**General Qualifications**

Mrs. Cowan has experience in office management including payroll accounting, bookkeeping, A/R & A/P, and liability payments. Experience in budgeting, auditing, grant management, and financial report preparation.

<b>Years with Zara:</b>	<b>4</b>
<b>Years with other firms:</b>	<b>13</b>
<b>Certifications:</b>	
CPR and First Aid	

**Experience**

**Office Manager, Zara Environmental LLC, Manchaca Texas**

Primary responsibility includes bookkeeping, financial responsibilities of purchasing, accounts payable, accounts receivable and payroll. Compilation of financial transactions including invoicing, tax reports, and reconciliation of accounts.

**Program Specialist III, Department of State Health Services, Austin Texas**

Approved annual expenditure forms received from counties, hospital districts, and cities for payment from tobacco settlement proceeds. Maintained database of counties, hospital districts and cities health care expenditures. Certified to the Texas State Comptroller Office eligible expenditures for payment of tobacco proceeds. Developed and maintained Access database documenting all Federal Grants processed through Department of State Health Services.

**Special Populations Coordinator, Kilgore College, Kilgore Texas**

Provide support services, academic advisement, counseling and coordinate tutorial assignments. Provided life skills education to students involved in an Adult Re-entry program. Responsible for writing and reporting of the Carl D. Perkins Grant, funded through the Higher Education Coordinating Board. Completed quarterly and annual student reports regarding expenditure of grant funds.

**Case Manager/Supervisor, Angelina Co. & Health District, Lufkin Texas**

Responsible for organizing services for Chronically Ill and Disabled Children's (CIDC) program recipients. Liaison for families with CIDC providers and other service agencies. Completed all monthly and quarterly reports for statistical and funding sources. Responsible for submitting yearly grant to Texas Department of Health for continued funding.