

Your Name

Technological Consulting, Project Management and Finance

December 2016

Review Board Portfolio

University Without Walls

Northeastern Illinois University

Date: December 6, 2016

Time: 1:30 PM

Location: Northeastern Illinois University

5500 N. St. Louis, Chicago IL 60625

Building C

Room 430

- I. Narrative Transcript**
- II. Autobiographical Statement**
- III. Approved Learning Contract**
- IV. Copies of School Transcripts**
- V. UWW Semester Reports**
- VI. Certificates**
- VII. Additional UWW Documentation**

Your Name
Technological Consulting, Project Management and Finance
December 2016

Narrative Transcript

I. Review Board Evaluators:

Timothy Barnett, Ph.D., Associate Professor, English and Women's/Gender Studies, Graduate Advisor, MA in English Composition, Academic Advisor, UWW Faculty Advisor, NEIU

Advisor Name, Post, Company Name, Community Advisor

Barry Berkowitz, CPA, Boutique CPAs LLC., Outside Evaluator

Sara Aliabadi, Ph.D., Assistant Professor of Accounting, College of Business and Management, Department of Accounting, Business Law and Finance, NEIU, Faculty Evaluator

Michael Bedell, Ph.D., Dean and Professor, College of Business & Management, NEIU, Faculty Evaluator

Kimberly Sanborn, Ph.D., Director, Nontraditional Degree Programs, NEIU

II. Formal College Work Completed:

Earned 12 credit hours from AP classes in High School and 41 credit hours at the University of Illinois Urbana Champaign, of which 34 were accepted as transfer credit hours.

Earned 26 credit hours during Spring and Summer 2016 at Northeastern Illinois University, consisting of (Spring) NDP 351, UWW 206, UWW 208, (Summer) MATH 165, MATH 167, NDP 310, and UWW 202.

Have 18 hours currently in progress this Fall 2016, consisting of ACTG 201, BLAW 285, ECON 217, MNGT 368, PHIL 215 and UWW 303.

Participated in NEIU'S University Without Walls Program for three semesters, 1/2016-12/2016, for a total of 19 independent study hours, with an overall NEIU total of 45 hours and a GPA of 4.0.

III. Learning Contract identified depth area as Technological Consulting, Project Management and Finance. New learning goals were as follows:

- A. To increase knowledge of Financial and Accounting principles including company financials and tax return preparation.
- B. To study Project Management techniques and increase competency identifying scope, critical questions, and risk management skills.
- C. To diversify knowledge about data analysis, design thinking and financial analysis and its importance when making market decisions.

IV. Competencies acquired in the depth area:

- A. Joined the Independent Accountants Association of Illinois as a student member, and attended five two-hour CPE seminars to increase my knowledge of tax related matters.
- B. Deepened my understanding of accounting practices and techniques through my internship at Rubin and Associates, P. C.
- C. Developed an instinct for finding errors, such as incorrect entries mis-posted in the client's financials, by reviewing books and ensuring all transactions were recorded accurately in the correct accounts.
- D. Expanded my knowledge about Quickbooks Desktop, Online and Enterprise versions.
- E. Acquired knowledge about preparing personal (1040), corporate (1120 and 1120S), partnership (1065) and simple and complex trust (1041) tax returns as well as K1s.
- F. Facilitated conversion of data in to and also out of Quickbooks into Excel; analyzed the data with pivot tables using Excel, which I learned about in a data analysis class.
- G. Identified ways to expedite data entry into Quickbooks via various different bank feeds and the import of payroll data. Mastered the import of five bank's feeds.
- H. Learned how to decipher real estate closing statements for pertinent information needed for tax returns and how to determine cost basis.
- I. Examined reports from an Auto Shop program, created spreadsheets and used the information to complete Illinois Sales tax returns online.

- J. Deciphered Paypal statements for a client and found their actual sales amounts and learned Paypal uses nonstandard accounting practices and records a single sale multiple times with a variety of statuses per receipt.
- K. Attended a seminar on the new overtime rule and payroll taxes for household employees.
- L. Learned about the winding up of a corporation, valuing assets and preparing a trust return for the decedent's estate.
- M. Broadened my knowledge of asset depreciation and section 179 deductions.
- N. Attended a seminar that highlighted the improvements for the new version of Quickbooks for 2017.
- O. Researched tax matters in IRS publications, on their website as well as through Google searches and reading tax court cases through leagle.com and casebriefs.com. Wrote a response to the IRS regarding the classification of business bad debt versus non business bad debt.
- P. Learned about long and short term capital gains and how to enter them on the tax returns.
- Q. Prepared year end adjusting journal entries and prepared Balance Sheets and Profit and Loss Statements.
- R. Converted a client from Quicken to Quickbooks via comma separated value exports.
- S. Assisted fellow coworkers with their computer problems and installed and upgraded software
- T. Broadened skills for managing projects from initiation to closure via an EdX (EdX is a website that offers free online courses and classes) course in project management.
- U. Applied problem solving skills to identify critical questions and scope in the initiation and planning phases of the project.
- V. Identified risks during the execution phase of the project, and learned about clearly defining roles, goals and customer expectations.
- W. Learned about measuring success in the project closure phase and gathering feedback and lessons learned for use in future projects.

- X Acquired basic knowledge about learning and memory via an EdX course, and gleaned tips about managing time and good study habits.
- Y. Observed the importance of having a proper mindset about learning; having a positive outlook will give positive results.
- Z. Furthered my understanding about problem solving in a design thinking EdX course.
- AA. Learned that brainstorming is productive only when avoiding negativity and allowing people to speak their minds will ensure creative solutions.
- BB. Gained insights about surveys and their importance when designing new products or solutions; and that constructing a good survey requires questions that do not guide the respondent's answers.
- CC. Worked with Excel, using it as an effective data analysis tool in another EdX class.
- DD. Learned that analyzing data is important for businesses making market decisions.
- EE. Furthered my understanding about survey data and learned to use pivot tables to analyze large amounts of complex data quickly and easily.
- FF. Deepened my understanding of financial analysis as a tool to measure business performance and profitability.
- GG. Prepared for the NEIU math placement exam by taking a refresher Algebra course on EdX.
- HH. Developed Human Resources skills by recruiting, interviewing, hiring, reviewing and firing employees.
- II. Prepared budgets, learned financial skills for cash flow and account collection, bank reconciliations and profit and loss statements.
- JJ. Created and evolved a customer management database in Lotus Notes that managed workflow and scheduling. Also created a knowledge database in Lotus Notes that stored our procedures for extracting and processing data.
- KK. Exported data from the database to create custom spreadsheets illustrating customer and vendor market shares.
- LL. Improved technical sales skills by gathering customer requirements and tailoring solutions to fit their needs.

- MM. Acquired experience in negotiating and redlining contracts and creating statements of work.
- NN. Coordinated resources for implementations to get projects completed on schedule.
- OO. Created and evolved the quality assurance validation procedures to ensure data was transmitted accurately.
- PP. Worked on thousands of implementations, developing technical skills involving data transfer, mapping, loading and file encryption.
- QQ. Attended U.S. Department of Health and Human Services (HHS) conferences on HIPAA, the Health Insurance Portability and Accountability Act, learning about the rules and regulations to protect patient data.
- RR. Managed payroll and benefits coordination.
- SS. Orchestrated multiple site relocations of the company, ensuring no interruption of service to the customers.
- TT. Grew the company from three employees to twenty seven, and increased sales volume from fifty thousand per year to three million in sales.
- UU. Increased implementation capabilities from fifty conversions per year to over five thousand per year.
- V. Effective Communication:**
 - A. Enhanced writing skills via essays and PowerPoint presentations.
 - B. Developed my writing and public speaking skills through peer review sessions and media moment presentations in class. (NDP 310- Diversity in the Workplace)
 - C. Learned to schedule and manage my time effectively, prioritizing tasks for a higher success rate. (NDP 351- Time and Project Management)
 - D. Acquired knowledge about the APA (American Psychological Association) style, used citation in essays and created annotated bibliographies. (NDP 310- Diversity in the Workplace)
 - E. Organized and led weekly meetings at the company to ensure projects were on track and encouraged knowledge sharing among employees to facilitate getting the jobs completed in a timely manner.

- F. Represented and presented the company at conferences, trade shows, on sales calls and on site customer sales meetings.
- G. Organized and led meetings to inform employees about policy updates for security and privacy.
- H. Created an employee handbook and a code of conduct.
- I. Created sales and marketing materials for the company.
- J. Skilled in customer and vendor relationship management.

VI. Behavioral/Social Sciences:

- A. Obtained a better understanding of how racism and stereotyping began and perseveres in our society. (NDP 310- Diversity in the Workplace)
- B. Increased knowledge of elements of the law, the judicial process and elements of traditional business law. (BLAW 285- The Legal Environment of Business)
- C. Learned about philosophy and ethics and how they apply to business. (PHIL 215- Business Ethics)
- D. Visited the Planetarium and learned about the planets, the demotion of Pluto as a planet and the theoretical 9th planet that is evident by its gravitational pull yet has not been seen/discovered because of its extremely lengthy orbit.
- E. Broadened my understanding of American history and learned about immigration difficulties experienced by Italians and wrote an essay about it. (NDP 310- Diversity in the Workplace)

VII. Humanities/Fine Arts:

- A. Visited the Museum of Patras Greece and learned about the exquisite treasures and artworks of the Greek and Roman colonies that existed underneath the current modern day city.
- B. Toured an excavation in progress with the former Director of Archaeology of Western Greece, in the mountains outside of Patras, of Mycenaean burial tombs that were carved into the side of the mountain.
- C. Went behind the scenes at the mosaic restoration offices in central Patras where the Director's husband works.
- D. Attended a Field Museum exhibit and learned about the Ancient Greeks; some of the items in the exhibit were loaned from the Museum of Patras.

- E. Learned about Nickolay Lamm's art online and his creation of a line of dolls for children that present an accurate body image. (NDP 310- Diversity in the Workplace)
 - F. Volunteered for the church Quilt-A-Thon and pre-sewed 25 blankets of 150 that were donated to children's hospitals in the Chicago area in the Spring.
 - G. Baked and donated special bread used in church services almost every weekend.
 - H. Volunteered for the church picnic and coordinated food ticket sales via the Ipad and helped the other ladies with Ipad troubleshooting.
 - I. Read many books for pleasure ranging from the classics to science fiction; some of my favorite authors are Isabelle Allende, Mary Doria Russell, Hugh Howey, Umberto Eco, Neal Stephenson, Kurt Vonnegut, Jostein Gaarder, Nabakov, Turgenyev, and Tolstoy. Recent reading bibliography attached.
- VII. Interim Learning:**
- A. Strengthened math skills in calculus by learning about functions, graphs and derivatives and in finite math about linear problems and interest and annuity valuations. (MATH 167-Business Calculus and MATH 165- Finite Mathematics)
 - B. Studied probability concepts and descriptive and inferential statistics as they apply to business. (MNGT 368)
 - C. Learned about Microeconomics, market structures, supply and demand, and the difference between accounting profit and economic profit. (ECON 217)
 - D. Attended my first formal Accounting class and grasped the intricacies of the Income Statement, Retained Earnings and Profit and Loss Statement. (ACTG 201)
 - E. Recognized the import of theory as it applies to acting ethically in the world, and the necessity of deep and rigorous thinking versus the mindless pursuit of outcome in business. (PHIL 215- Business Ethics)

Autobiographical Statement

As a promising student graduating high school in the top 10th percentile of my class, having taken AP classes with an A- average and scoring 32 on the ACT and 1330 on the SAT, I had motivation and hope for the university experience. Attending the University of Illinois at Champaign should have set me up for a bright future. Unfortunately, due to an airborne fungus common at the poultry farms surrounding the school, I was ill throughout my tenure there, culminating in major surgery to remove a softball sized mass that was pressing against my heart and right bronchial tube. It left me scarred and completely derailed my momentum to complete a degree at that time.

After recovering at home in Chicago, I was searching for something to do. One of my friends that had graduated had just started a business providing data conversion services to Pharmacies moving from one vendor's computer system to another. As a service provider to the Pharmacy industry, moving data from one Pharmacy system to another (and in some cases back again) filled a void, and allowed Pharmacies to upgrade to a new system without having to retype all of the customer, doctor, drug and prescription information into the computer by hand. I started to help out unofficially, having had previous experience in an office environment during the summers of High School and University. In the early days, I was working on a 20mg laptop, doing the accounting, writing letters and contracts, and creating marketing materials. This turned into a full time position in January of 1992.

My first real computer was dropped on my desk, with nothing on it. I learned how to load the operating system, Windows (3.1) and all of the other programs needed to perform my duties. Quickly absorbing everything that was thrown at me, I started doing data extracts, processing files and loading the new systems. I excelled at walking the customer through difficult processes, pioneered and implemented a Quality Assurance/Validation program, and increased the business through excellent vendor relations. It was essential that the data converted was correct; any error could potentially kill someone. I cultivated the company's great reputation for quality and excellence, resulting in multiple articles published in industry magazines.

I was made Vice President and Partner in January of 1994. At that point I was also in charge of Operations and Finance. I grew the company from 3 to 27 employees. I handled the hiring and firing; I've coached, counseled, trained, reviewed, reprimanded, rewarded and praised. I've learned that to have a healthy company occasionally you have to prune the bad branches, as with rose bushes. I was not a micro manager; I believed in the employees' abilities and watched them blossom and succeed. I oversaw accounts payable and receivable, and worked with Manager of Company Name P. C. the company's accountant producing P&L statements and tax returns. I also managed the payroll and benefits coordination.

The company performed thousands of chain rollouts, mergers and acquisitions as well as individual site conversions all across the US and Canada. There were over one hundred different pharmacy systems that were converted from and to. Timelines were always compressed, and I worked frequent "all nighters" to get the projects done on schedule. I learned how to do everything except programming, although I did pick up some basic skills in that as well. I handled project and client account management, customer service, and worked with the programmers to resolve issues. When one of

the employees left, stealing the programs and setting up a competing company, I handled all of our legal coordination, discovery, depositions, and defense.

I represented the company at conferences and tradeshow, selling our conversion and warehousing services to both large chains and small independent pharmacies. I handled most of the contract negotiation and would redline contracts and business associate agreements prior to handing off to the attorney. I attended many educational conferences, such as the HIPAA conferences presented by the Department of Health and Human Services in Washington DC. I am proud to say that the company was actually HIPAA compliant before the rule was implemented, because of a policy I had established in the early days while working with a pharmacy in Los Angeles that serviced movie stars.

Coordinating an IT consulting company was never easy. Multitasking was my middle name. During the day I worked managing projects with the customers and vendors, selling new conversions and making sure we had enough money to operate. At night and on weekends I would complete the implementations, because we could only extract and transform the data when the Pharmacy was closed. I can certainly say that the widespread growth of the internet was one of the factors that helped increase the implementation capabilities; instead of waiting all night for the data to download through a painfully slow modem the data was arriving in mere minutes. As time passed, requirements changed, security increased and technology became better. I was always learning new technologies, such as vpn connections into client sites that required rsa tokens and the encryption of data. I created and maintained our customer and procedural databases using Lotus Notes, adding new fields and created schedules and views that helped get projects completed and also enabled the statistical analysis of the business via exports to Excel.

On a personal level, I am a divorced woman with no children and am very close with my family who live in the area. I go to church and have volunteered for multiple fundraising activities. I am an avid reader, voraciously devouring books ranging from the classics to science fiction. I am a good cook and enjoy experimenting with new recipes and hosting dinner parties. I am fluent in Greek and passable in French, and with a little study can get by in German. I love listening to music and going to concerts, watching foreign films and seeing the latest art and museum exhibits.

I lived, breathed and ate the company. After 23 plus years of loyalty, dedication and hard work my partner bought me out. Along with the buyout came a 3 year non-compete/non-disclosure (excerpt included as the next two pages), preventing me from taking jobs offered by my contacts in the Pharmacy industry. The restrictions of the non-compete/non-disclosure also inhibit me from supplying documentation of my work at the company, although Manager can attest to the veracity of my statements, having witnessed my work at the company throughout the years. Manager was also kind enough to take me under his wing as an intern, and I am extremely thankful for the experience. Before starting this program, I had been searching for a new position from May to November 2015 and realized that my lack of degree had been a hindrance. I am looking forward to furthering my education and am very grateful to the NDP and UWW programs for the support, encouragement, and opportunity to complete my degree.

6. Non-Compete and Non-Solicitation:

Student acknowledges that the business of the Company is national and not restricted to a local area. Student acknowledges that the parties have agreed that one-half of the agreed upon consulting fees of paragraph 5. is intended as consideration for Student agreement not to compete with the business of the Company, directly or indirectly for a period of three years beginning February 25, 2015. Therefore, from February 25, 2015, until January 25, 2018, (the "Non-Compete Period"), Student shall not, without the prior written consent of the Company, engage in any business activity, directly or indirectly, through any person controlling, controlled by, or under common control with Student alone or in association with any other person, firm, corporation or other business organizations, engage in, own or acquire any controlling interest in any business that sells or promotes any product or services that are competitive with any of the products or services of the Company, including, without limitation, any direct or indirect promotion, marketing, advertising, representation, distribution or sales of or consulting with regard to any products or services that are competitive with the business of the Company. During the Non-Compete Period, Student may not in any capacity undertake or assist in solicitation of any then-current customers or employees of the Company or the termination of or interference with such customer's or employees relationship, employment or other association with the Company. The Parties acknowledge and agree that the covenants under this Section 6 are reasonable and necessary for the successful implementation of this Agreement. In the event that any of the provisions of this Section 6 shall be adjudicated to exceed the time, geographic, or other limitations permitted by applicable Illinois law in any jurisdiction, then such provision shall be deemed reformed in any such jurisdiction to the maximum time, geographic, or other limitations permitted by applicable Illinois law.

7. Trade Secrets

Trade secrets, confidential or proprietary information of the Company and its customers includes, but is not limited to, all customer lists relating to the products and services, all marketing plans, sales plans, distribution plans, forecasts, product information and product development plans, technical product information, research and development, software development, other financial information, and all other information to which Student gains access during her employment by the Company.

a. Trade secrets, confidential or proprietary information shall also include and mean discoveries, concepts, data and ideas whether patentable or not and copyrightable or not, including but not limited to processes, methods, formulas, software and techniques as well as improvements thereto or know-how related thereto, concerning any present or prospective activities of the Company, or of any customer of

CONFIDENTIAL EXCERPTS FROM BUYOUT AGREEMENT DATED FEB 13 2015

the Company, with which Chidichimo may become acquainted as a result of her employment with the Company.

- b. Student shall not use or disclose any trade secrets, confidential or proprietary information to third parties that she learned or obtained during her employment with the Company. Such information shall be for the sole benefit of the Company and in accordance with this Agreement. Student shall be liable for any and all unauthorized disclosures of such information by her.

[...]

ENFORCEMENT

1. Injunctive Relief:

Student hereby acknowledges and agrees that Sections 6. and 7. above are reasonable and necessary to protect the confidential information, proprietary information and trade secrets of the Company and/or those of its customers. Student acknowledges and agrees that any breach or threatened breach of the obligations under this agreement would cause the Company or its customers irreparable injury and damage which cannot be reasonably or adequately compensated by money damages, and therefore Student expressly agrees that the company shall be entitled to injunctive or equitable relief to prevent a breach of Sections 6. and 7. and without obligation to post any bond, in addition to any other remedies available to the Company.

[...]

ADDITIONAL PROVISIONS

1. Confidentiality:

The Parties shall keep, and cause their attorneys and agents to keep, the terms of this Agreement confidential, and will not directly or indirectly disclose or divulge to anyone any information concerning this Agreement or any of its terms; except that nothing in this Agreement will be construed as preventing the Parties and their successors or their counsel from making such disclosures, as may be necessary, to their accountants, attorneys, or tax preparers; to respond to a subpoena or other order or compulsory process properly issued under color of law by a court or administrative agency, state, local, or federal, of competent jurisdiction over the Parties and their successors or their counsel; or as otherwise may be required by

CONFIDENTIAL EXCERPTS FROM BUYOUT AGREEMENT DATED FEB 13 2015

law. *Provided, however,* that disclosure to persons or entities for such purposes as set forth above shall be accompanied by the admonition that "the information is confidential and not to be further disclosed." If a Party, its or his counsel, or its or his successors receive notice that a person or entity is seeking disclosure (by motion, subpoena, interrogatory, request for production, or otherwise) of this Agreement or any term thereof from or by order of any court or governmental agency or body, they must promptly notify the other Party of the particulars of such attempt to obtain disclosure so that each Party shall have a reasonable opportunity to object to the disclosure and take such protective steps as may be appropriate. Nothing contained in this Paragraph shall be interpreted to restrict the right of any Party to enforce the terms of the Agreement or seek such remedies as may be allowed for a violation thereof.

Your Name

5500 N. St Louis Ave, Chicago IL 60625. ndp@neiu.edu, 773-7XX-XXXX

An experienced operations and finance executive, skilled in human resources and client and vendor relationship management. An expert in data analysis with a proven record in mapping, validation, and quality assurance, troubleshooting issues, streamlining processes and providing excellent client/programmer translation.

STUDENT- NORTHEASTERN ILLINOIS UNIVERSITY
Working towards an MBA/CPA degree.

SPRING 2016- FALL 2018

PROFESSIONAL EXPERIENCE

TWO POINT CONVERSIONS, INC. - CHICAGO, IL **JANUARY 1992 - FEBRUARY 2015**

VICE PRESIDENT AND PARTNER: Supervised all business functions for a nationally recognized IT consulting firm specializing in data conversions, archiving and warehousing to the pharmacy and healthcare industry with \$5M projected revenue for 2015.

Sales and Marketing: Landed and serviced large accounts including Costco, Target, CVS, Rite Aid, Safeway, Kroger, Albertsons/Osco, Ahold, Roundy's and Winn Dixie.

- Provided technical sales for large scale chain rollouts and acquisitions, as well as individual pharmacy locations.
- Managed contract negotiation/redlining and conference calls.
- Represented company at trade shows and coordinated marketing initiatives.

Operations: Increased company implementation capabilities from less than 50 conversions per year to more than 1,500 annually and improved Vendor relationships.

- Client Account/Project management, ensuring thousands of projects were coordinated and implemented on schedule using custom ETL programs and QA procedures.
- Monitored and enforced HIPAA compliance and security policies.
- Coordinated legal defense and paperwork.
- Managed all aspects of the business and orchestrated and negotiated relocations of the business seamlessly, without customer interruption.
- Implemented and administered Lotus Notes database, documents, workflow and schedule/view creation, as well as exports for statistical analysis of business.

Financials: Managed all P&L reporting, year-end financials, reconciliation and analysis.

- Oversaw payroll, 401k administration, budgets and accounts payable and receivable.
- Implemented the export/upgrade of Peachtree 2013 to QuickBooks 2015.

Human Resources: Grew Company from 3 employees to managing multiple departments and a staff of 27 by hiring, training and managing employees with a strong focus on customer service and data quality.

- Benefits coordination and reviews.

+ Add skill

Top Skills



10:11 10/16/15



Sales Management Fundamentals
View 1742

Customize My Page

- 4 Project Management
- 4 HPAI
- 4 Leadership
- 3 Team Building
- 3 Healthcare Consulting
- 3 Medicaid
- 3 Business Strategy
- 2 CRDE
- 2 Account Management
- 2 Marketing
- 2 Team Leadership
- 2 Sales Operations
- 2 Strategy
- 2 Contract Negotiation
- 2 Business Analysis
- 2 Vendor Management
- 2 Business Development
- 2 Customer Service
- 2 GLEA
- 2 Training
- 2 Negotiation
- 2 Program Management
- 2 Microsoft Office
- 2 Microsoft Excel
- 2 EHR
- 2 Integration
- 2 Hospital
- 2 Sales
- 2 Strategic Partnerships
- 2 Inventory Management
- 2 Sales Management
- 2 Retail
- 2 Product Development
- 2 Quality Assurance
- 2 System Administration
- 2 Clinical Research
- 2 Direct Sales
- 2 Healthcare Management
- 2 EMR
- 2 Recruiting

Add skill

Personal Details

October 1, 2015

**University Without Walls
Learning Contract**

Your Signature

Academic Advisor's signature



Community Advisor's signature

Depth area:

Technological Consulting, Project Management and Finance

| Learning Accomplishment | When, Where | Learning Resources, Experience/ Activity | Documentation | Evaluation |
|---|---|--|---------------------------|-------------------|
| PRIOR LEARNING IN DEPTH AREA | | | | |
| A. Developed skills in HR, supervising employees and managing operations. | 1992-2015 Two Point Conversions | On-the-job training | Linked In profile, resume | Community Advisor |
| B. Learned financial skills for cash flow and to operate the company within budget, prepared budgets and P&L statements. | 1992-2015 Two Point Conversions | On-the-job training | Linked In profile, resume | Community Advisor |
| C. Developed skills in technical sales by gathering customer requirements, creating presentations and hosting conference calls, redlining contracts and closing the deals. | 1992-2015 Two Point Conversions | On-the-job training | Linked In profile, resume | Community advisor |
| D. Learned project management from working on the implementations, coordinating resources to get the jobs done correctly and on schedule. | 1992-2015 Two Point Conversions | On-the-job training | Linked In profile, resume | Community advisor |
| E. Developed technical skills including data transfer, validation and quality assurance, mapping, and file encryption from working on implementations. | 1992-2015 Two Point Conversions | On-the-job training | Linked In profile, resume | Community advisor |
| PRIOR LEARNING: BREADTH AREAS | | | | |
| Fine Arts | Fall 1988 U of I Champaign Art Institute | Lectures, screenings, textbook, papers | Transcript | Grade: B |
| A. Russian and Soviet Film Survey of Russian and Soviet film, from Eisenstein to the present. Study and analysis of major film makers, genres, trends, and theories, including the 1920's | | | | |

| | | | | |
|---|--|---|-------------------|---|
| <p>Soviet avant garde and the "New Wave" since 1953.</p> | | | | |
| <p>B. Visits to art museums Humanities A. Fluent in Greek B. Dostoyevsky and Tolstoy, Russian Masterpieces, Ukrainian Literature Introduction to the major works of Fyodor Mikhailovich Dostoevsky and of Lev Tolstoy; of their historical and philosophical context, and of current critical approaches to Dostoyevsky and Tolstoy's works. Survey of Russian literature in the 19th century; romanticism, realism, nationalism, orientalism, empire; writers included Pushkin, Gogol, Lermontov, Turgenev, Dostoevsky, Tolstoy, Chekhov, and others. Critical survey of major works in Ukrainian literature from the beginnings to the modern period in light of their historical and cultural background</p> | <p>Greek School 1st through 6th grade U of I Champaign</p> | <p>Speaking with family Lectures, textbooks, papers</p> | <p>Transcript</p> | <p>Grade: B, C, B</p> |
| <p>Behavioral/Social Sciences A. The Ancient World Broad introduction to ancient history, by exploring the structures and transnational forces that have shaped human history; includes the Greek and Roman worlds.</p> | <p>U of I Champaign</p> | <p>Lectures, textbooks, papers</p> | <p>Transcript</p> | <p>Grade: B Grade: C Grade: A</p> |

| | | | | | |
|--|---|-------------------|--|--|-----------------|
| <p>B. Contemporary World Economic, social, political, and cultural developments in twentieth-century world history from late nineteenth-century to Second World War era.</p> <p>C. Soviet Society Political, social, and economic development of the USSR since the 1917 revolutions that brought the Bolsheviks to power; social change and social engineering; political struggles among Stalin and his rivals; the "Stalin revolution" from above and economic modernization; the USSR's emergence through World War II and the Cold War as a world power; "developed socialist" society.</p> | | | | <p>Natural Science</p> <p>A. Environmental Biology Increases student understanding of environmental issues of water supply and pollution, waste disposal, energy, environmental health, global change, with an emphasis on the preservation of biological diversity and its evolutionary potential and its relationships to human activities.</p> <p>B. Computer Science from work experience</p> | <p>Grade: C</p> |
| <p>U of I Champaign Two Point Conversions</p> | <p>Lectures, textbook, papers</p> | <p>Transcript</p> | | | |

| Professional/Interdisciplinary Studies | Two Point Conversions | On the job training | Linked In profile, resume | |
|---|-----------------------|---|---------------------------|------------|
| PRIOR LEARNING EFFECTIVE COMMUNICATION | | | | |
| Learning Accomplishment | | Learning Resources, Experience/Activity | Documentation | Evaluation |
| A. Accounting and finance from work experience | Two Point Conversions | On the job training | Linked In profile, resume | |
| B. Operations and management from work experience | Two Point Conversions | On the job training | Linked In profile, resume | |
| C. Computer Science from work experience | Two Point Conversions | On the job training | Linked In profile, resume | |
| A. Wrote all procedural documentation delineating processes to get conversions done. | Two Point Conversions | On the job training | Linked In profile, resume | |
| B. Created sales and marketing materials: explaining conversion process, sales packages to customers, website text and design, advertising. | Two Point Conversions | On the job training | Linked In profile, resume | |
| C. Wrote job descriptions, employee handbook, Code of Conduct policies, and assisted with security policies | Two Point Conversions | On the job training | Linked In profile, resume | |
| D. Performed sales presentations and conference calls, and represented company at conferences and tradeshows. | Two Point Conversions | On the job training | Linked In profile, resume | |

| | | | | | |
|---|---------------------|---|----------------------------------|-------------------|--|
| E. Fluent in Greek and moderate in French | Grade/High school | Family & movies | | | |
| F. Composition Introduction to research-based writing and the construction of academic, argumentative essays that use primary and secondary sources as evidence. | U of I Champaign | Lectures, papers | Transcript | Grade: B | |
| LEARNING Spring 2016 | | | | | |
| Learning Accomplishment | | Learning Resources, Experience/ Activity | Documentation | Evaluation | |
| A. Algebra X Refreshed math skills in preparation for math placement test. | Online, Spring 2016 | EDX readings, videos, quizzes and tests | Screen snip with semester report | 100% | |
| B. NDP 351 Time And Project Management Skills Learned to manage and schedule my time effectively, prioritizing tasks for a higher success rate. | NEIU Spring 2016 | Lectures, textbook, articles, class presentations | Transcript | A | |
| C. Introduction to Project Management An in depth look at project management, delineating all phases of a project and tasks associated with each phase. | Online, Spring 2016 | EDX readings, videos, quizzes and tests | Screen snip with semester report | 93% | |
| D. Learning and Memory- Learning how to Learn | Online, Spring 2016 | Coursera readings, videos, | Screen snip with semester report | 96.9% | |

| | | | | | |
|--|-----------------------------------|--|----------------------------------|-------------------|--|
| Learned about the brain and memory, and what it takes to learn and retain new concepts. | | | quizzes and tests | | |
| E. Analytical Problem Solving and Design Thinking Essential techniques for problem solving and innovation. | Online, Spring 2016 | EDX readings, videos, quizzes and tests | Screen snip with semester report | 91% | |
| F. Business and Data Analysis Excel intensive class focusing on analyzing market trends, surveys and financial analysis. | Online, Spring 2016 | EDX readings, videos, quizzes and tests | Screen snip with semester report | 96% | |
| G. Internship with accountant Worked on financial statements and learned how to prepare tax returns for individuals and businesses. | Rubin & Associates Spring 2016 | On the job training | Letter from Mr. Rubin | | |
| LEARNING IN BREADTH AREAS Spring 2016 | | | | | |
| Fine Arts Went to the Field Museum with my nephew and family to see the Greeks exhibit. | Field Museum | | Exhibit ticket | | |
| LEARNING Summer 2016 | | | | | |
| Learning Accomplishment | | | | | |
| A. MATH 167 Business Calculus Obtaining limits of functions, derivatives and antiderivatives, graphing functions, calculating algebraically, interpreting derivatives to determine marginal cost, | NEIU Summer 2016 | Lectures, quizzes and tests | Transcript | A | |
| | | Learning Resources, Experience/Activity | Documentation | Evaluation | |

| | | | | | | |
|---|--------------------------------|---|-----------------------|---|--|--|
| profit and revenue, higher order derivatives, determining where functions are increasing and decreasing, integrals, and application problems. | | | | | | |
| B. NDP 310 Diversity in the Workplace Teamwork, conflict management, communication, leadership, and diversity consciousness, while writing multiple types of essays, summaries, annotated bibliographies and citation protocols. | NEIU Summer 2016 | Lectures, textbook, essays, articles, class presentations | Transcript | A | | |
| C. Math 165- Finite Mathematics Solving matrices, graphically interpret linear problems, interest, annuity valuation and amortization tables, set operations, Venn diagrams, and probabilities. | NEIU Summer 2016 | Lectures and tests | Transcript | A | | |
| D. Internship with accountant Worked on financial statements and learned how to prepare tax returns for individuals and businesses. | Rubin & Associates Summer 2016 | On the job training | Letter from Mr. Rubin | | | |
| LEARNING IN BREADTH AREAS Summer 2016 | | | | | | |
| Fine Arts Learned about Nickolay Lamm's art | Online | NDP 310 | | | | |
| Humanities Learned about American history, specifically immigration experiences by Italians | Essay | NDP 310 | | | | |

| | | | | |
|---|----------------------|----------|--------|------------------------------|
| Behavioral/Social Sciences Learned about racism and stereotypes | Essay | NDP 310 | | |
| Natural Science Learned about the planets | Visit to Planetarium | | Ticket | |
| LEARNING IN DEPTH AREA Fall 2016 | | | | |
| A. Accounting class | Fall 2016 | ACTG 201 | | When, Where NEIU |
| B. Internship with accountant- continued | Fall 2016 | | | Rubin & Associates Online |
| C. Project management- Agile and Scrum information | Fall 2016 | Online | | |
| LEARNING IN BREADTH AREAS Fall 2016 | | | | |
| Professional/Interdisciplinary BLAW 285, ECON 217, PHIL 215 Accounting and management classes ACTG 201, MNGT 368 | Fall 2016 | | | NEIU |
| LEARNING IN EFFECTIVE COMMUNICATION | | | | |
| NDP WIP 310 Diversity in the Workplace | Summer 2016 | | | NEIU |
| NDP 351 Time And Project Management Skills | Spring 2016 | | | NEIU |

**Northeastern Illinois University
Nontraditional Degree Programs
University Without Walls**

Your Name

SEMESTER REPORT

Fall 2016

Student Name or Signature

(Your Name)

Advisor Name

(community advisor name)

Dr. Timothy Barnett

(academic advisor name)

Depth Area: Technological Consulting, Project Management and Finance

I learned more about researching tax matters this month. One of the clients, a service providing company, needed a resolution to whether or not they needed to pay sales tax and file returns in Texas. I located the publication on the Texas State Comptroller website and verified that certain service providers did indeed have to pay sales tax, but since the clients can be classified as consultants, they did not need to pay the sales tax or file a return.

I also had to research tax court cases to determine what exactly constituted a business bad debt versus a non-business bad debt for a client that is going through an audit. The IRS auditor wanted to classify a loan that was defaulted upon as a non-business debt, which would result in the company being able to take a limited (\$3,000 per year) capital gain loss until the full amount of the debt was deducted. On the 2014 tax return, the debt was listed as a business bad debt, which is allocated against the income and the full amount can be deducted in that year. According to the cases I found, a business bad debt can be deducted if the client is in the business of lending money and the following tests are true: (1) the total number of loans made; (2) the time period over which the loans were made; (3) the adequacy and nature of the taxpayer's records; (4) whether the loan activities were kept separate and apart from the taxpayer's other activities; (5) whether the taxpayer sought out the lending business; (6) the amount of time and effort expended in the lending activity and the relationship between the taxpayer and his debtors; and (7) if due diligence was completed via credit checks, reviewing financials, and collateral was given. I compiled all of the information and wrote a response letter to the IRS auditor detailing the justifications for the deduction of a business bad debt.

Manager was kind enough to give me November 8th off so that I could prepare for three exams on the 9th. He also generously gave me the 22nd so that I could get my Review Board Portfolio bound and delivered.

Program Category: Federal Tax Law Topics/Federal Tax Law Matters

CPE Hours: 2

NASBA Field of Study: 2-Taxes

Speaker: Scott Sakoda

Topics: Payroll taxes for household employees; the new overtime rules

Household employees are defined as those who work in and around your house, and are directed by the employer regarding the performance of their services. They must be over eighteen and consist of housekeepers, nannies, health aides, babysitters and personal assistants. They are not considered Independent Contractors, who are in business for themselves and determine for themselves how the work will progress; they consist of repairmen, contractors and gardeners.

The IRS provides three guidelines to determine work status: 1. behavioral control, 2. financial control, and 3. relationship of the parties. Behavioral control consists of the amount of instructions provided; the when, where, and how of doing the work. If an agency controls the work, then they are not an employee. Financial control is defined as the ability to realize profit or loss as the strongest evidence that a worker controls the business aspects of services rendered; for example, an independent contractor has invested in tools or facilities and provides services to more than one customer. Relationship of the parties is determined as who has control, as in control through threat of dismissal. You can sue a contractor for non-completion, an employee you cannot. If the worker receives benefits, such as vacation, sick time or health insurance, then they are considered an employee.

The risks of misclassifying an employee intentionally carry penalties of double what would have been paid in FICA and Medicare taxes. File form SS-8, Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding. If wages of \$2,000 or more are paid, the employer is required to withhold FICA. If wages of \$1,000 or more are paid, the employer must pay FUTA. Employer's responsibilities include verification of legal status through I-9 verification, and having employees fill out a W-4. The employer is also required to give the employee a W-2, and submit all wage and tax statements.

The Fair Labor Standard Act was implemented in 1938 and regulates minimum wage, overtime pay, child labor and recordkeeping. Overtime is defined as hours worked in excess of 40 hours, and the employer is required to pay time and one half the employees' regular rate of pay. Nonexempt employees must be paid the appropriate

overtime pay for hours worked over 40 in one workweek. Exempt employees are typically White Collar employees, seasonal and recreational employees and commissioned retail salespeople.

White collar exemptions apply to executive, administrative, professional, outside sales and computer positions. They must be paid on a salary basis, and the minimum salary to qualify is \$455 per week, and this amount will increase for 2017. Job titles do not determine exempt status, and there is a Department of Labor fact sheet on their website for assistance. The new standard salary level for a white collar employee is \$913 per week. The new rule also allows for automatically updating the salary and compensation levels, and updates will occur every three years beginning January 1, 2020. The new rule will also allow employers to use nondiscretionary bonuses and incentive payments to satisfy up to ten percent of the new standard salary level.

The Department of Labor estimates that the new rule will automatically extend overtime pay eligibility to 4.2 million workers. The industries that will be impacted the most are restaurants, manufacturing and retail establishments. Transitioning employees to non-exempt status will increase overtime expenses, increase recordkeeping, and increase the need to hire or redistribute work. There will also be employee morale issues and turnover. Employers will also face higher salaries for exempt employees, and may need to downsize to mitigate the increased expenses. Advise clients to avoid having some employees exempt while others are nonexempt for the same position to avoid discrimination claims. For employees being transitioned to nonexempt status, consider whether the work can be redistributed or additional workers can be hired to mitigate overtime hours. Remind employers that they will now have to keep track of the employees hours worked and overtime, and that they will need to come up with an implementation plan that will need to be communicated to managers and employees.

All of the outstanding returns that were due on 10/15/16 had to be completed. I learned about the earned income credit for a client that made no money in 2015, as well as a hardship exemption from the health insurance penalty that applies to those who did not have health insurance during the year.

For the Auto shop client, I imported their sales data into Excel and worked out the sales tax due to the state for each month. I completed the monthly online Illinois sales tax returns and submitted them. For another client, I set them up with online sales tax returns/payments for the state of Florida and determined the amount they needed to submit.

Additionally, for the Auto shop client, after entering their year to date payroll that was done via ADP into Quickbooks, all of the bank reconciliations for this year had to be redone. While re-doing these reconciliations, I found multiple errors that the bookkeeper had made while posting. I went through the data with a fine tooth comb and fixed all of the errors.

At another client location, I finally figured out the problem with the Paypal statements. Paypal has two accounts for this client, and payments flowed through from one account for purchases they made to the other account, where it was shown as receivables, which artificially doubled the sales. I created another handy spreadsheet to handle this for the future monthly statements.

In addition to the regular accounting CPE meeting, I attended a seminar that highlighted all of the improvements in the 2017 version of Quickbooks that was just released. There is also a Quickbooks certification test, which will take place next year.

Program Category: Federal Tax Law Topics/Federal Tax Law Matters

CPE Hours: 2

NASBA Field of Study: 2-Taxes

Speaker: Richard Allen, EA ABA ATP AFSP

Topics: S Corporations- Cash or Accrual Basis, Loans to/from Corporation, Compensation Issues, Fiscal or Calendar year, Paying business/personal bills in cash, Health insurance deductions, Buying/selling the Corporation

S Corporation provisions were originally adopted in 1958 in order to help small businesses by taxing the corporation's income to shareholders who were typically in lower tax brackets than their corporations and allowing the shareholders to deduct their corporate losses against other income. The IRS prefers businesses to use the cash basis accounting method, while most corporations that have accounts receivable and payables use the accrual method.

If the owner makes loans to or from the corporations, these must be kept track of carefully and interest must be charged. Very large loans from the owner allow for pass-through of corporate losses to the shareholder, and typically result in an audit by the IRS.

Corporations must pay reasonable wages to the officer-employee of a corporation. The IRS has deemed distributions and other payments to a corporate officer be treated as wages, and thus subject to employment taxes. The key to establishing reasonable compensation is to determine what the shareholder-employee did for the corporation. Looking at the source of the gross receipts, if most of the gross profits are associated with the shareholders personal services, then most of the profit distribution must be allocated as compensation. Very low wages (used to keep payroll taxes at a minimum) are highly suspect and result in audits.

The S Corporation should be on a calendar year, not a fiscal year to avoid IRS audits and problems with the owner's personal returns. If the owners pay for some of the company's bills in cash, they must either keep detailed documentation and use a monthly reimbursement check to the owner, or switch to a company credit card for those bills. If the owner pays for personal bills through the corporation, the IRS considers these shareholder distributions and they must be reported on the K1 as such. All corporations should have personal transactions kept outside of the corporation in order to maintain the segregation of personal liability from the company.

Health insurance premiums paid on behalf of a greater than 2 percent shareholder-employee are deductible by the S Corporation and reportable as wages on the W-2 and subject to income tax withholding. However, these additional wages are not subject to Social Security, Medicare or unemployment taxes and are deductible as self-employed health insurance.

When buying or selling the corporation, best practice is to do so at the end of the year. Otherwise, corporate profit and other items must be prorated between the old and new owners according to the number of days the stock was owned during the year. The simplest way to dispose of the corporation is to sell the business assets and not the stock. The new owner can then start a new business with a new corporation.

September was a busy month, as all of the clients that filed for extensions on their tax returns had to be 'hunted down' for their information and encouraged to submit their documents. There are still a few outstanding that we will have to get done by 10/15/16. This month we had a flurry of trust returns, ranging from partnerships (1065s) to charitable trusts (1041s). These returns produce K-1's, which allocate the percentage of income or loss to the beneficiaries based on their percentage of interest in the partnership or trust. These then flow through to their personal tax returns, where the income or loss is allocated as capital gain (or loss).

A number of clients also sold their houses, so I learned how to read the real estate closing statements for pertinent information; closing costs related to the sale are a separate line item on the tax returns. I also learned how to determine the cost basis of the house, adding the original purchase price plus any improvements that were made to the house or land. For example, a client purchased a home for 1 million dollars, and then purchased the house next door for \$800,000. Improvements to the main house, tearing down the house next door and building a garage with office space above and turning the rest into a garden totaled 1.2 million, so the total cost basis of the house/property was 3 million dollars. They sold the house for 2.5 million this year, and took a loss on the house.

I also learned that if the house is worth over a million dollars, the mortgage interest can only be deducted for up to a million, so a ratio must be figured out to deduct the appropriate amount of interest. For example, a house worth 1.5 million with \$62,000 interest on the mortgage, only \$41,000 of it (or 2/3) can be taken as an itemized deduction. I also learned that if the clients do not supply you with their property tax statements, you can access the information on the Cook County Assessor's web site.

This month I also installed Quickbooks at a client's office, setting them up to process their payroll via Quickbooks because they did not want to use ADP anymore. I configured the system, imported the data from January through September from ADP into Quickbooks, and instructed them on how to process the payroll and submit the withheld (employee) and matching (employer) taxes and forms (online) for Federal and State. I also instructed them on how to pay their regular bills through Quickbooks and print checks. For this particular client, their sales records are kept in an Auto Shop program called Mitchell; and I found a way to export the data from that system in order to determine the amount of sales tax they needed to submit to the state.

At another client location, I found a way to import their Amazon sales records into Quickbooks. I also determined that Paypal uses non-standard accounting practices which makes their statements almost impossible to decipher. Paypal records a single sale multiple times, with approximately 30 different possible statuses of a receipt. I am still working on a solution to this one. The sales are not accurately reflected in their reports and I have not been able to get them to reconcile with the client's records.

Program Category: Federal Tax Law Topics/Federal Tax Law Matters

CPE Hours: 2

NASBA Field of Study: 2-Taxes

Speaker: Michael Whelan JD CPA

Topics: Fresh Start Initiative, Installment Agreements, Liens and Gambling Issues

When a client owes significant back taxes, has a lien against them and cannot afford to pay, there are multiple options. The first option is a payment plan, where the client has up to 72 months to pay; if they want the lien withdrawn, arrange a 60 month payment plan. The second is an offer in compromise, where the IRS will subordinate the lien when the client is trying to refinance or sell their property; the title company or bank will write the check directly to the US Treasury and a Revenue Officer will come to the closing. The third way is to discharge taxes in bankruptcy, if the bankruptcy is declared within 3 years of the assessed liability, the penalties will be removed and the liability is wiped out as currently not collectible.

If your client is a gambler and receives a W2-G Gambling winnings income statement, the income must be reported. Their gambling losses can be used to defray the income earned, a net win/loss itemized statement from the casino will be required to prove the losses. The losses of the spouse can be used to offset the winnings of the other spouse. The purchase of lottery tickets can be used to offset gambling income as well. If the client is a professional gambler, expenses related to gambling can be deducted and reduce their taxable income.

A new section was added to the Internal Revenue Code via a new law: HR 22-Fixing America's Surface Transportation Act, the 'FAST Act' which allows the IRS to revoke or deny a passport 'in case of certain tax delinquencies'. The law states that the State Department can revoke, deny or limit passports for anyone that has a tax debt exceeding \$50,000 and is delinquent. There is also talk of requiring passports for domestic travel in the near future, which will pose a significant problem for tax dodgers.

