

Terry J. Brown

444 South Westgate Avenue
Columbus, Ohio 43204
Cell Phone: (614) 507-6406
E-mail: tjbrown43204@gmail.com

WORK HISTORY **Financial Systems Analyst, 2010-Present**

Franklin County Municipal Clerk of Courts Lori Tyack, Columbus, Ohio

- Analyze all financial processes and systems for the Clerk of Courts office
- Ensure the proper implementation of financial contracts
- Work with outside auditors to provide all necessary information and documentation
- Evaluate all internal controls and suggest changes where necessary
- Analyze and evaluate processes to improve efficiencies in the office

Financial Consultant, 2008-2010

Ohio Democratic Party, Columbus, Ohio

- Assisted in fundraising for Ohio Attorney General Elect Richard Cordray, Columbus City Council, Ohio Democratic Party, and Franklin County Democratic Party
- Planned and prepared fundraising events
- Maintained accurate financial records

Customer Service Supervisor, 2007-2008

Franklin County Treasurer Edward J. Leonard, Columbus, Ohio

- Oversaw the mailing of real estate tax bills
- Assisted on the creation of a new real estate tax bill
- Developed and conducted all-staff training and briefing sessions
- Established a cross-training program for Customer Service staff
- Treasurer's representative to the Franklin County Board of Revision
- Served on the Joint Benefits Committee

Special Projects Coordinator, 2007

Franklin County Treasurer Edward J. Leonard, Columbus, Ohio

- Worked to identify properties for the land bank program
- Assisted municipalities in acquiring land bank properties
- Served as secretary for the Central Ohio Community Improvement Corporation
- Treasurer's representative to the Franklin County Board of Revision
- Served on the Joint Benefits Committee

Tax Lien Coordinator, 2006-2007

Franklin County Treasurer Richard Cordray, Columbus, Ohio

- Prepared and monitored a \$4 million tax lien portfolio throughout the sale process
- Managed previously sold tax lien portfolios
- Assisted delinquent taxpayers in establishing affordable payment plans
- Researched the Ohio Revised Code for issues pertaining to delinquent taxes
- Worked as point person for the Delinquent Tax Division for technology issues
- Served on the Community Outreach and Joint Benefits Committees

Administrative Assistant, 2005-2006

Franklin County Department of Human Resources, Columbus, Ohio

- Processed all payroll for the Department of Human Resources & Justice Program
- Processed all accounts payable except for health care vendor payments
- Researched the Personnel Manual, Ohio Revised Code, and Ohio Administrative Code regarding personnel issues
- Prepared budget documentation and analysis for the Department of Human Resources
- Served on the Joint Benefits Committee

Bankruptcy Coordinator, 2004-2005

Franklin County Treasurer Richard Cordray, Columbus, Ohio

- Partnered with the Franklin County Data Center to develop a web based bankruptcy program
- Developed a bankruptcy pre-pay program to aid taxpayers in meeting their tax obligation
- Served on the Community Outreach Committee

Stonewall Student Network State Director, 2004

National Stonewall Democrats, Washington, DC

- Worked to organize college campus students across the state of Ohio
- Organized outreach programs with ACT Ohio and the Human Rights Campaign

Tax Clerk, 2003-2004

Franklin County Treasurer Richard Cordray, Columbus, Ohio

- Organized biannual real estate tax bill mass mailings
- Responded to tax payer and other customer complaints and concerns
- Served on the Community Outreach Committee
- Helped to streamline office systems and procedures

Teaching Assistant, 2000-2002

University of North Texas, Denton, TX

- Taught courses in Public Speaking, Interpersonal Communication, Performance of Literature, and Introduction to Human Communication
- Organized and published web sites for over 15 Teaching Assistants
- Managed the Communication Apprehension Lab for undergraduate students

EDUCATION

The Ohio State University, Non-Degree Masters of Public Administration Program, 2004-2006

University of North Texas, Non-Degree Masters of Science in Communication Studies, 2000-2002

Capital University, Bachelor of Arts, May 2000

Major: Speech and Communication Arts, Minor: Political Science

**COMMUNITY
AND
VOLUNTEER
ACTIVITIES**

Member of St. Paul United Church of Christ

Treasurer of St. Paul United Church of Christ 2007-2008

Franklin County Combined Charitable Campaign Steering Committee Member, 2006-2007

Franklin County Planning Commission, Representative to Commissioner Paula Brooks, 2006-2007

University of North Texas Allies Lecturer and Trainer, 2000-2002

Grace United Church of Christ Peace School Artistic Director, 2001

Habitat for Humanity Collegiate Challenge Coordinator, 1998