

EXECUTIVE VICE PRESIDENT - DIRECTOR - PRESIDENT – CEO

Highly focused, profit-minded and successful business executive offering 25 years of achievements in third party administration of employee benefit plans coupled with strong passion for technology. Background includes success in leading and managing third party administrative companies, business ownership, general business operations, and client relations. Flexible leader with hands on experience who is recognized as honest, straightforward, and highly driven. **Core professional competencies include:**

- ◆ Executive Management
- ◆ Start-up Ventures
- ◆ Budget Management
- ◆ Customer-driven Management
- ◆ Executive Leadership
- ◆ Entrepreneurial Leadership
- ◆ Relationship Management
- ◆ Strategic Partnerships/Alliances
- ◆ P&L Management
- ◆ Business Development

EXECUTIVE CAREER & KEY ACHIEVEMENTS

BENADCO, INC. – Plano, Texas1991 to 2005
Third Party Administrator for employee benefit trust funds throughout southern United States. Total assets of client trust funds exceeded \$200 million.

FOUNDER AND PRESIDENT

Founded the company January 1991 to provide administrative services to multi-employer employee benefit trust funds. Navigated company from infancy to subsequent profitable sale of business. Developed entire book of business, recruited staff to service clients, developed relationships with outside vendors including third party systems analysts, network administrators, and insurance companies.

Executive Highlights:

- **Redesigned computer software used to track eligibility for benefits, claims tracking, and claims adjudication.** Consulted with system analyst to provide specifications for custom software for company use. Continued inter-phase for periodic changes and upgrades, including Y2K modifications to company software.
- **Established company policy and procedures to insure client satisfaction and quality service.** Instituted all company procedures including accounting, claims adjudication, claims management, employer control, record retention, payroll, and employee policies.
- **Developed business plan for the company to provide immediate and continued profitability.** The company’s gross profits were 25% in the first year of operation, and continually grew to a gross profit of 65%.
- **Successfully negotiated the sale of the company to a nationally recognized holding company.**

...Resume' Continues...

TRUST FUND MANAGEMENT GROUP – Dallas, Texas1988 to 1991

VICE PRESIDENT / DIRECTOR OF DALLAS OPERATIONS

Revived Dallas operations to a profitable status, stabilized client relations and employee staffing. Assisted home office with redefining branch operating procedures and client evaluations.

Executive Highlights:

- ▣ **Designed and implemented internal controls for branch office operations.** Worked with outside auditors to assure proper controls of client assets, and work flow.
- ▣ **Renegotiated contracts with clients for increased profitability.** After turning around internal operations and establishing stronger relations with clients, negotiated fee increases, as well as negotiated contracts with new clients resulting in increased profitability of 75%.

AMERICAN BENEFIT PLAN ADMINISTRATORS – Dallas, Texas1979 to 1988

ASSISTANT VICE PRESIDENT / MARKETING

Account Executive and Administrator for 36 client employee benefit trust funds. Established successful payroll audit department for client trust funds which was the prototype for all of the branch offices throughout the company.

Executive Highlights:

- ▣ **Developed policy and procedures for payroll audits for client trust funds.** The payroll audit department increased revenue for the Dallas office by 15% in the first year of operation. Trained payroll auditors to increase capacity of the department.
- ▣ **Administered 36 client trust funds throughout three southern states.** Responsible for all administrative functions of medical, and retirement trust funds. Total assets of the client trust funds was \$75 million. Managed staff of 20 people.

EDUCATION

University of Texas, Austin Texas, BBA – Accounting, 1974.