

# Anthony A. Frame

Email: anthony\_a\_frame@yahoo.com

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## EDUCATION

### TEXAS A & M UNIVERSITY – COMMERCE, Commerce, TX.

*Master of Finance (MSF) & Master of Science (MS) in Management with an Information Technology Option.*

Cumulative GPA: 3.55. January 2007 - December 2008.

**Honors:** Top Five – Investment Class Portfolio Competition, Fall 2007  
Top Ten – Financial Management Class Portfolio Competition, Spring 2007

**Activities:** Associate Member – Institute of Management Accountants; Student Member – Texas Society of Certified Public Accountants; Treasurer- Caribbean Students Association 2007-2008.

### MIDWESTERN STATE UNIVERSITY, Wichita Falls, TX.

*Bachelor of Business Administration (BBA) in Accounting, Finance, and Business Computer Information Systems.*

*Minor in: History.* Cumulative GPA: 3.05. August 2000 – August 2003.

**Honors:** **Organization of American States Scholar, Fall 2001 – Spring 2003;** Honor Rolls, Midwestern State University, Spring 2001 & 2002; Midwestern State University College of Business Scholarship, Fall 2002 – Spring 2003; Midwestern State University Competitive Wavier Scholarship, Fall 2000 – Spring 2001; Investment Class Portfolio Competition (First Place), Spring 2003; Strategic Management Group Competition (Second Place), Summer 2002; Intramural Badminton Doubles Championship (First Place), Fall 2002.

**Activities:** Treasurer- Caribbean Students Organization, 2002-2003; Assistant Treasurer - Caribbean Students Organization, 2001-2002; Vice President- Association for System Management, Fall 2002; International Student Association, 2000-2001; Mentor- Eastside Boys and Girls Club, Fall 2000.

### T.A. MARRYSHOW COMMUNITY COLLEGE, Grenada.

*Associate Degree in Social Sciences.* Fall 1996 - Spring 1998

*Awarded Majors: Accounting, Economics, Computer Science, and Mathematics.*

**Activities:** Grade 1 Piano – **The Associated Board of The Royal Schools of Music.** 1997

### UNIVERSITY of CAMBRIDGE. Cambridge, England.

*General Certificate of Education (G.C.E),* 1996 -1998

*Awarded Areas: A'Level Management of Business, A'Level Accounting, A'Level Computer Science, A'Level Mathematics, A/O'Level Mathematics, O'Level Agricultural Science, & O'Level Economics.*

### CARIBBEAN EXAMINATIONS COUNCIL, Barbados.

*Secondary Education Certificate (CXC),* 1995 & 1996

*Awarded Areas: English, Mathematics, Caribbean History, Social Studies, Principles of Business, Principles of Accounts, Information Technology, & Physics.*

### PRESENTATION BROTHERS' COLLEGE, Grenada.

*High School Diploma;* Fall 1990 – Spring 1995.

**Activities:** Initial Pianoforte with Merit – **Trinity College London.** 02/1995; First Place - National Science Fair in Physics, Grenada 1994; Physics Contestant – CARICOM Science, Technology & Mathematics Fair, Guyana 1994. Treasurer - Presentation Association for Life & Service 94 95; Founding Member – PBC Fish Club 1990-1995.

### ST. MARY'S JUNIOR SCHOOL, Grenada.

*Passed Common Entrance;* 1983 – 1989. **Activities:** Cub Scout -St. Mary's Junior School Scout Troop

## PROFESSIONAL ORGANIZATIONS

- Associate Member – Institute of Management Accountants.
  - Candidate Member – Texas Society of Certified Public Accountants.
  - Alumni Member – Caribbean Student Organization @ Midwestern State University.
  - Alumni Member – Caribbean Student Association @ Texas A&M – Commerce.
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## SPECIAL SKILLS

**Operating System:** DOS, Windows, and AS 400

**Desktop Publishing:** Microsoft Office (Excel, Word, Publisher, PowerPoint, Outlook) and Adobe Acrobat Professional.

**Programming Language:** QBasic, Turbo Pascal, Visual Basic, VBA, Visual C++, SQL, and Visual Studio.

**Database\BI\Enterprise Applications:** Microsoft Access, SQL Server, & Crystal Reports.

**Website Development:** Microsoft FrontPage, Macromedia Flash, and Macromedia Dream Weaver.

**Project Management:** Microsoft Project & Visio

**Accounting\Finance Programs:** Intuit (Quicken, Home Inventory, Turbo Tax, QuickBooks), & Minitab.

**Healthcare Programs:** TKIDS, TRAD, McKesson PPM,

**Banking Programs:** Frontline Teller, and Royal Integrated Banking System (R.I.B.S.).

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## PROJECTS & PRESENTATIONS

- Created a Database program using Microsoft ACCESS 2003 with VBA called DocBase2003 for North Texas Rehabilitation Center to maximize efficiency among the Medical Records, ECI and Marketing Departments.
- Created a Database program using Visual Basic 6 with Microsoft ACCESS 2000 as the engine called OrderPro2002 for Advanced Visual Basic and System Design & Implementation at Midwestern State University receiving Grade A in both Courses for the Program and Presentation. Wrote the Technical and User Manuals for OrderPro2002.
- Created a Database program using Visual Basic 5 with Microsoft ACCESS 1997 as the engine and Crystal Reports for queries & reports called GolfPro for my University of Cambridge A-Level Computer Science Project receiving Grade A for the project. Wrote the Technical and User Manuals for GolfPro.

## WORK EXPERIENCE

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**BAYLOR HEALTH CARE SYSTEM, INC.** Dallas, TX

**November 2008 – Present**

**Financial Analyst II - Decision Support Services: - Supply Chain Management**

- Performs financial analysis of vendor responses to Supply Chain Request For Proposals.
- Creates financial models that support value propositions identifying incremental cost, returns, risks and mitigation strategies.
- Performs lease / buy analysis for capital acquisition in accordance with the BHCS capital and leasing processes.
- Performs business reviews of current operations identifying opportunities for improvement and post implementation business review to measure whether planned results are being accomplished.
- Performs product class comparison analysis.
- Creates, maintains, and reports periodically Supply Chain metrics.
- Monitors and reports cost savings as it pertains to Supply Chain.
- Performs ad-hoc financial analysis.

**NORTH TEXAS REHABILITATION CENTER, INC.** Wichita Falls, TX

**March 2004 – August 2007**

**IT Consultant**

- Provided business analysis to assist the institution manage their data.
- Solved problems as presented by the ECI Data Manager and Program Director.
- Made recommendations to the ECI Data Manager on the methodology for research and resolution of data.

**Data Manager\Business Analyst**

- Revolutionized the data system at North Texas which increase efficiency, reduce costs, & improve decision making.
- Ensured accurate collection, entry, and verification of the data process among the Data Entry Staff.
- Created and mapped processes to increase efficiency and improve business processes.
- Created, managed and maintained databases, queries and reports.
- Liaised with management and departments to resolve issues.
- Audited customers' statements to ensure the data is accurate.
- Prepared reports for management, and the Texas ECI program according to mandated deadlines.
- Solved users' problems by providing desktop support and/or manual solutions.
- Created business forms using Microsoft Office and Adobe Acrobat Professional.

**RBTT BANK, GRENADA LTD.** St. George's, Grenada.

**July 1998 - July 2000**

A Royal Bank of Canada Company.

**Accountant Assistant**

- Prepared reports and memos for the accountant, management, head office, government, and central bank.
- Made sure that other departments met reporting deadlines.
- Gave presentations to management as part of the 'Profit Maximization and Cost Reduction Committee'.
- Reconciled and audited the bank's foreign accounts.
- Prepared Excel spreadsheet to help with accounting reports.

**Proof Teller\Clearings Agent**

- Processed data into customers' accounts and also the bank's accounts from all departments.
- Assisted tellers balance their transactions when discrepancies occur.
- Exchanged checks among the other banks at the central bank in order to balance the bank's accounts.
- Created new clearings procedures to cut overtime cost and increase efficiency throughout the bank.
- Attended to customers' inquiries both external and internal.

**Data Entry Clerk**

- Entered data into customers' accounts.
- Attended to customers' inquiries both external and internal.
- Filed customers' checks and documents.

**MIDWESTERN STATE UNIVERSITY,** Wichita Falls, TX

**February 2001- December 2003**

**Computer Science Lab Assistant.**

- Assisted students in the Computer Labs.
- Maintained the Computer Lab.

**Student Assistant\Video-Conferencing Technician**

- Connected the university to other sites all around Texas.
- Attended to problems as they arise to the system (VTEL).
- Ensured that all sites remain live and interactive.

**OLD NAVY**, Wichita Falls, Texas.

**October 2000 – January 2001**

**Sales Associate**

- Attended to customers making purchases.
- Unloaded new shipment and put merchandise on the shelves.
- Maintained the Store.

**CARIBBEAN AGRO INDUSTRIES Co. Ltd**, Grenada.

**July-August, 1996 & 1997**

**Office Clerk – Accounting Department**

- Drafted reports for the accountant assistant.
- Inputted inventory data into the computer.
- Prepared the daily deposit slip and balanced it to the computer figure.
- Inventoried the goods in the warehouse.
- Prepared the daily-updated inventory balances, which were distrusted early in the morning to the warehouse supervisor, sales invoice clerk, and the accountant assistant.

**Sales Invoice Clerk**

- Prepared sale invoices for customers.
- Attended to customers' problems.
- Balance my daily transactions at the end of the day.
- Filed customers' invoices.

**BOBBY'S TYRE MART Co. Ltd**, St.George's Grenada

**December 1993 & April 1994**

**Office Clerk**

- Prepared sale invoices for customers.
- Balance my daily transactions at the end of the day.
- Filed customers' invoices.
- Prepared the daily deposit slip.