

## *Curriculum Vitae*

Debra L. Wright  
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### **Employment History:**

Care For Life  
Position: Vice President – Finance & Administration  
August 2002-present

Reports directly to the President. Manage all financial and administrative activities of the agency's \$2 million annual business budget. Identifies and recommends opportunities for cost reduction/revenue enhancement. Responsible for all accounts payable, accounts receivables, payment of payroll taxes, and report preparation. Compiles company's annual budget and annual Medicaid Cost Analysis Report. Maintains employee database. Responsible for employee benefits. Computer administrator including the purchase of hardware and software for all operations. Responsible for coding and filing of all Medicaid and Long Term Care Insurance claims (currently working with 12 different companies for long term care claims). Presenter for employee meetings of First Financial Holdings for the "Share the Care" program developed by Care For Life.

**Accomplishments:**      Reduced accounts receivable by 40% and accounts payable by 20%; established tracking system for leave accrual balances; established regulation and procedure for monitoring client and office expenditures; and established procedures for monitoring labor and overtime charges. Automated community presentations for educational and marketing programs to include purchasing equipment and training of staff members. Instrumental in planning and implementation of quarterly caregiver training program. Researched and purchased new scheduling software, thereby avoiding requirement for additional staff. Created insurance audit saving the company \$21,000 in annual premiums and received \$7,000 refund on back insurance premiums.

**Certifications:**      Dale Carnegie's Leadership Training for Managers  
(Special recognition for attendance and performance)

USMTM (Military Training Mission – "Manpower")  
Directorate of Personnel and Community Activities  
Unit 613200  
APO AE 09803  
Riyadh, Saudi Arabia  
Position: Management Analyst  
Date employed: 11/2000-6/2002  
Grade GS-7/9

**Responsibilities:** Access database management – maintain information on assigned personnel, both military and civilian for all USMTM and USDR AOR. Process requests for manpower staffing – compare request with manning documents and assign routing numbers and authorization numbers when compared to UMD, JTD and TDA documents. Complete manpower analysis, verify data and publish weekly & monthly reports or as requested by requesting organizations. Process all NAF personnel actions, to include assigning required staffing information. Verify recruitment status reports from Civilian Personnel for accuracy and timeliness. Write job descriptions for new positions or position reviews. Write and complete award packages for presentation. Review Comp-Time, aging data and report to Director. Additional Duty: Maintain Manpower and Dependent Education Documents. Manpower project was for the entire country of Saudi Arabia for military & civilians.

**Accomplishments:** Established system to monitor Comp-Time accrual and usage. Established routing system to track personnel actions. Completed manpower evaluation and established vacancy list for quick review. Improved and implemented sweeping changes in the Personnel Database. Awarded “On the Spot Cash Awards” totaling \$2000, for Superior Performance. Awarded Superior Civilian Service Award. (Supervisor’s

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

Alaska Native Medical Center

4315 Diplomacy Drive

Anchorage, AK 99508

USA

Dates Employed: 03/1998-09/2000

Position: Ophthalmic Technician

Previous employment includes:

Library Technician: Elmendorf AFB, AK  
Data Automation Clerk: Facilities Maintenance Branch, Japan  
Health Technician: U.S. Naval Hospital – Japan  
Director: Riley Training Institute  
Instructor: Riley Training Institute  
Office Management: Aiken County Government  
Veterans Affairs Student Cons. USAF Italy

**Education:** B.A. Interdisciplinary Studies  
Minor: Business/Education  
University of SC – Aiken

A.A. Secretarial Science  
Aiken Technical College

Trident Technical College  
Medical Secretarial Science

**Awards:** 2002 – Superior Civilian Service Award  
2002 – Performance Award  
2002 – Commander’s Award for Civilian Service  
2001 – Special Act or Service Award  
1978 – Honor Graduate – Aiken Technical College – Dean’s List  
1975 – Air Force Good Conduct Medal  
1972 – Honor Graduate – Medical Administrative Specialist School

