

JAN L. ANDERSON, MBA, CTP

Loyola University New Orleans
College of Business – Management
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EXPERIENCE

Loyola University New Orleans

Lecturer (*equivalent rank of Instructor*) – *College of Business – Management*

August 2018 – Present

- Management Information Systems (MGT B250) - on campus and online
- Production and Operations Management (MGT B325) - on campus and online

Visiting Assistant Professor – *College of Business – Management*

August 2015 – August 2018

- Management Information Systems (MGT B250) - on campus and online
- Production and Operations Management (MGT B325) - on campus and online

University of New Orleans

August 2012 – December 2015

Adjunct Instructor - *Management and Marketing Department*

- Business Administration (BA 2780 Application Software for Business) – on campus and hybrid
- Operations Management (MANG 3402) – on campus
- Business Policies and Problems (MANG 4480) – on campus
- Retailing (MKT 3552) - online
- Principles of Marketing (MKT 3501) on campus and online

AGL Commercial Interiors

April 2008 – August 2015

Financial & Business Manager

- Managed daily accounting operations, including invoicing, processing payments, reconciling accounts, creating proposals and invoices, and paying bills (QuickBooks)
- Managed interoffice employees: interviewed and hired new employees, processed employee paperwork, managed human resource matters, reviewed time sheets, provided employee feedback, lead meetings
- Created and updated company organizational charts, job titles, job descriptions, employee evaluation requirements, company evacuation procedures, and various interoffice policies and procedures
- Prepared annual budget and monthly financial statements (balance sheet and profit & loss statements)
- Managed a line of credit, negotiated annual renewal terms, and processed draws and repayments
- Reviewed contracts: AIA contracts, leases, joint venture contracts, proposals, service agreements, insurance policies, office lease, IT services, and maintenance agreements
- Identified areas to reduce cost or expenses: accounting services, payroll services, and other services
- Assisted with marketing strategies, such as developing and implementing short and long term marketing goals and various marketing materials

Entergy Services, Inc.

January 2006 – April 2008

Lead Financial Analyst – *Corporate Finance Department*

- Prepared annual Treasury Department budget and updated monthly estimates
- Assisted on Entergy New Orleans, Inc. long term debt application along with reviewing and providing comments on legal documents
- Assisted on Entergy's stock buyback program and securitization for four Entergy companies
- Coordinated and worked on Entergy New Orleans and Entergy Mississippi escrow agreements for cash storm reserves

Entergy Services, Inc.

January 2003 – January 2006

Financial Analyst II – Cash Management Department

- Prepared weekly 90-day cash forecast for Entergy Corporation and nine subsidiaries, organized monthly payment of common stock dividends to parent, and forecasted unregulated subsidiary funding
- Prepared scenario analyses to assist with financing decisions for working capital needs, assisted in determining the timing of bond issuances and bank line borrowings
- Managed \$2 billion Entergy Corporation revolving bank line, determined draw amounts, and repayments
- Prepared annual Treasury Department budget and updated monthly estimate
- Managed third party service provider relationships, monitored monthly activity on service provider bank accounts, determined funding needs, and reviewed bank account controls
- Worked on special projects: identify excess cash from unregulated companies, return funds to parent, identified fraudulent check scheme, and invested money pool participants' cash in commercial paper

Columbus Data Services, Inc.

May 2002 – January 2003

Manager of ATM Settlement Operations

- Reconciled and managed the ATM settlement process for vault cash and third-party processing clients for over 1,000 ATM's
- Produced reports for senior management and clients

Arthur Andersen LLP

September 2000 – May 2002

Experienced Staff Auditor and Experienced Staff Technology Risk Consultant

- Auditing experience in various industries, including banking, healthcare, manufacturing
- Technology Risk Consulting experience in various industries, including banking and energy services
- Assisted with Security Administration Review, Change Control Review, Data Center Review, Deposit and Loan Operations Review, Firewall Review, General Controls Review, General Ledger Review, Novell Netware and Access Review, and Wire Transfer Review
- Conducted interactive interviews with CEO's, CFO's, and Controllers to understand the client's policies, procedures, controls, business processes, and the integrated role of information systems
- Performed detailed testing of client controls and substantive testing
- Communicated with the client to obtain a full understanding of client's business strategies and provide value-added recommendations
- Assisted in the preparation of financial statements and financial statement disclosures in compliance with GAAP and SEC requirements

EDUCATION

Master of Business Administration, Concentration in Management Information Systems

May 2000

University of New Orleans

- Student Leadership Recognition Award, April 2000
- Academic Review Board, Member, June 2000

Bachelor of Science in Management, Concentration in Human Resource Management

May 1999

University of New Orleans

- Academic Review Board, Member, December 1999
- Sigma Iota Epsilon, Member, 1998 - 1999, Secretary 1999
- Society of Human Resources, Member, 1998 - 1999
- UNO Student Government Association Off-Campus Senator, Spring 1996

CERTIFICATION

Certified Treasury Professional (CTP), Association for Finance Professionals

July 2004 – Present

- Maintain CTP credential through annual continuing education credits via webinars and attending various local training events
- Association for Finance Professionals, member
- Passed CTP exam in July 2004

PUBLICATIONS

- "Effect of the Use of Music on Definitional Knowledge in an Introductory Statistics Course: Evidence from Pareto-Chart Activity," Decision Sciences Journal of Innovative Education, Jan L. Anderson and Leo A. Krasnozhan, April 16, 2021, <https://doi.org/10.1111/dsji.12237>

PROFESSIONAL DEVELOPMENT

- Maintain CTP credential through annual continuing education credits via webinars and attending various local training events, July 2004 to present
- Completed Online Faculty Training Course, Loyola University New Orleans, Spring 2018
- Worked with an online Instructional Designer to set up Management Information Systems (MGT B250) in Blackboard for Loyola's Online Program, Loyola University New Orleans, November 2017 to January 2018
- Worked with an online Instructional Designer to set up Production and Operations Management (MGT B325) in Blackboard for Loyola's new Online Program, Loyola University New Orleans, December 2017 to March 2018
- Attended College of Business Faculty Blackboard Training, Loyola University New Orleans, May 2018
- Attended University's Blackboard Ultra Training, Loyola University New Orleans, December 2017

PROFESSIONAL SERVICE

- Undergraduate Assessment and Curriculum Committee, Loyola University New Orleans, Spring 2018 to present
- Completed AACSB course review for MGT B250 and MGT B325 to integrate courses with the BBA and Management curriculum, including revising course learning objectives, assessment study, collection, and reporting of assessment data, Loyola University New Orleans, Spring 2018
- Faculty Advisor, Loyola University New Orleans, Spring 2018 to present
- Faculty Advisor Training, Loyola University New Orleans, March 2018
- Presented Irving A. Fosberg Award for Outstanding Management Graduate, Loyola University New Orleans, May 2018
- Faculty Honorable Member of Alpha Kappa Psi, November 2015 to present
- Coordinated Federal Bureau of Investigation (FBI) New Orleans office Cyber Unit Special Agent speakers for students, Loyola University New Orleans, November 2015 and April 2018
- Coordinated Financial Advisor from Ameriprise Financial Services, Inc. speaker for students, Loyola University New Orleans, October 2015
- Attended New Faculty Ignatian Pedagogy Program, Loyola University New Orleans, Fall 2015
- Attended New faculty Orientation, Loyola University New Orleans, August 2015

SERVICE

- Co-Chair & Volunteer, Lakeview Civic Improvement Association (LCIA) Economic Development and Marketing Committee, May 2010 to 2018
- Coordinated Darlene Cusanza, Crime Stoppers Executive Director, and New Orleans Police Officer Nigel Daggs to speak to students at St. Dominic School for LCIA's Lock It Campaign and Internet Safety, St. Dominic School, March 2018
- Created write-up on LCIA Lock IT Campaign for St. Dominic School blue sheet, April 2018
- Recognition for volunteer work, Lakeview Civic Improvement Association (LCIA) newsletter, Spring 2017
- Volunteer, LCIA Harrison Avenue Stroll, June 2018
- Parent Volunteer, Lakeview Playground Cabbage Ball, Summer 2018
- Volunteer, Friends of Lakeview annual Taste at the Lake event, 2011 to 2017
- Parent Volunteer, St. Dominic School Fair, 2011 to 2020
- Member, St. Dominic Church, 1984 to present
- Alumni, Mt. Carmel Academy, May 1995 to present