

Jim Cline

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Jim.Cline@ClineSys.com

EXPERIENCE

Director, Ad Hoc Reporting and Information Support, Service Corporation International (SCI) 1996 - Present *Houston, Texas*

- Manages staff of accountants and IT professionals (10 onshore and 13 offshore) that supports multiple departments (accounting, sales, HR, IT, pricing, field operations, etc.);
- Assists with data integration, dashboards, ad hoc analyses, application and report development, and acts as a liaison between Accounting departments and IT;
- Reconciles monthly operating statements (and supporting sub-ledgers and databases) for company-wide distribution;
- Creates reports and applications with Excel, Access, web-based development tools;
- Responsible for calculating approximately \$70 million in bonus payouts for monthly/annual programs involving sales and operations;
- Trains staff and others in the Company on the use of Excel, Access, SQL Server, T-SQL, HMTL, and ASP.

Owner and Developer, ExcelCEO

2004 - Present (Part-time)

Houston, Texas

- The ExcelCEO course is a self-study program that trains financial professionals on beginning, intermediate and advanced functionalities of Microsoft Excel, Access and SQL;
- Developed and wrote all the course material, as well as developed the website and supporting testing programs;
- Presents live and online seminars and webinars about Excel and Access;
- Sold thousands of Excel and Access training courses to small, medium and large businesses;

Tax Accountant and Real Estate Appraiser, Arthur Andersen LLP

1989 - 1996

Houston, Texas

- Began with Arthur Andersen as a tax accountant and subsequently transferred into the Real Estate Appraisal and Consulting Group;
- Appraised and performed consulting assignments for all types of real property, including office buildings, apartment complexes, hotels, retail and industrial facilities, master-planned subdivisions and special-use properties throughout the U.S. and Canada;
- Extensive expertise in complex discounted cash flow analyses using Lotus 1-2-3 and Microsoft Excel;
- Managed appraisals of large portfolios of investment-grade real estate for various pension funds and REIT management firms;
- Designed and integrated databases for various uses by Arthur Andersen LLP personnel and clients.

Accounts Payable Clerk, Petrobras, S.A.

1982 - 1984

Houston, Texas

- Coordinated Accounts Payable invoices between US suppliers and home office in Rio De Janeiro;
- Assisted with English/Portuguese translation.

EDUCATION

Bachelor of Business Administration, Accounting and Taxation

1984 - 1989

University of Houston, Houston, Texas

- Also completed 19 hours of Portuguese coursework at Brigham Young University, Provo, Utah.

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DESIGNATIONS/CERTIFICATIONS

- Former MAI member of the Appraisal Institute
 - (Commercial Real Estate Appraisal designation, Member No. 11,035);
- MOUS Microsoft Office User Specialist, Certified in Excel and Access.

COMPUTER SKILLS

Expert or proficient in the following computer applications and languages:

- Microsoft Office (Excel, Access, PowerPoint, Outlook, Word, Project);
- SQL Server;
- Structured Query Language (SQL);
- HTML;
- ASP Classic.

LANGUAGE SKILLS

- Fluent English and Portuguese (read, write and speak);
- Moderate Spanish skills.