

ROXANNE MORRIS



Roxanne Morris is an experienced administrative and operations professional. She has spent over 30 years in administration, operations, finance and accounting, and human resources working in both public companies, and small privately held companies. Her industry experience includes construction, real estate, and professional services.

Roxanne began her career in real estate working for the Bexar County Tax Assessor Collector, various property tax consulting firms, title companies and mortgage lenders. She moved into the professional consulting services arena where she worked for Resources Global Professionals and Aventine Hill Partners. In her time at both, she was instrumental in opening the offices, establishing, and implementing processes and systems to build the business. When Aventine Hill was acquired by Vaco, Roxanne, as Aventine's Director of Operations & Human Resources, was part of the due diligence and transition teams to facilitate a smooth transition. Roxanne is currently working part-time for a small custom home builder processing payroll, handling accounts receivable and payables using Quickbooks, Desktop and Excel. Roxanne enjoys working in small business environments where she can be hands-on with the business and their owners.

Roxanne has a passion for cleaning up messes, organization, streamlining processes and helping people succeed in their business.

PROFILE

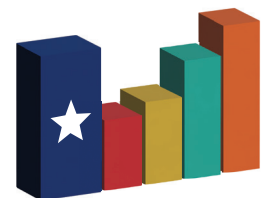
Experienced, Operations & Administrative Professional

SPECIALTIES

*Project Management
Human Resources
System Implementation
Due Diligence
Accounts Receivable & Payable
Documentation
Process Improvement
Vendor Selection*

CONTACT

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