
Margaret S. Quarles, M.B.A.
Lecturer
Accounting
College of Business
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Degrees Earned

M.B.A. Sam Houston State University, Huntsville, Texas USA, Business Administration, 1996

B.S. Cornell University, Ithaca, New York USA, Hotel Administration, 1971

Professional Licensures and Certificates

Certified Public Accountant, 24474, 2005

Peer-Reviewed Publications and Artistic Performances/Exhibitions

Research Monographs and Technical Reports

Funded External Grants

Peer-Reviewed Presentations/Posters

Work or Professional Experiences

Experience: Academic

Senior Assistant to the Dean, College of Business Administration, Sam Houston State University (August, 2001 - August, 2007). External responsibilities:

College development: donor and alumni relations, special events

College communications: annual report, newsletter, website, brochures

College job placement: career fair and employer foyer showcases

Internal responsibilities:

Budgeting of revenues and expenditures for special events such as business career fairs, Hall of Honor ceremonies, and other events

Budgeting of costs related to newsletters, solicitations, mailings and other publications

Control of cash received by the College from donations and registration fees

Preparation of expenditure analyses of College purchases, advertising and travel costs

Review of receipts and disbursements within special donation accounts of the College

Coordination of other meetings, events and communications within the College.

Administrative Assistant, Office of Research and Sponsored Programs, Sam Houston State University (January, 1999 - August, 2001).

Provided administrative support of advance research efforts with external granting organizations

Assisted faculty members in obtaining funding for creative and scholarly research.

Administrative Assistant, American Enterprise Institute for Public Policy Research (July, 1991 - July, 1994). Provided administrative assistance for the Energy Policy Forum, an expert group researching the deregulation of the electric power industry

Processed, reviewed and submitted all media text for weekly newspaper columns

Organized media appearances, releases, and meetings for two top-level executives.

Assistant to the Associate Dean, School of Law, George Mason University (July, 1990 - July, 1991). Supported the associate dean for academic affairs in administrative matters

Coordinated classroom usage and availability of course materials

Interfaced with faculty, including several nationally-known attorneys and judges.

Experience: Non-Academic

National

Contract Administrator, Texas Instruments, Inc. (1978 - 1982). Oversight responsibility of food service contracts with annual revenues of \$6,000,000 covering nine employee cafeterias, 18 vending locations and 100 employees. Duties included:

Budgeting and forecasting of employee meal costs

Cost analysis and pricing of meal and vending services

Supervision of collection and control of cash receipts

Staffing.

Cafeteria Manager, University of Tennessee - Knoxville (1976 - 1978). Operational responsibility for a student cafeteria serving 1000 meals per day.

Kitchen Manager, Rivermede Manor Nursing Home (1975 - 1976). Responsibility for food production within a 120-bed assisted living facility, including menu planning, purchasing, staffing, training and supervision of 15 employees.

Faculty Development

Instructional-Related Conference

2007: AIS EDUCATOR CONFERENCE. AIS Educator Conference. Estes Park, Colorado.

2006: ACCOUNTING EDUCATORS CONFERENCE. Texas Society of CPA Accounting Education Conference. Austin, Texas.

Other Professional Development

2011: CPE Review Course. Business Ethics. Tomball, Texas.

2011: CPE Review Course. International Financial Reporting Standards. Tomball, Texas.

2011: CPE Review Course. Ethics for Colorado CPAs. Tomball, Texas.

2010: CPE Review Course. Fair Value Accounting Fraud. Huntsville, Texas.

2010: CPE Review Course. IFRS Fundamentals. Huntsville, Texas.

2009: CPE Review Course. CASH FLOW AND FINANCIAL STATEMENT ANALYSIS. Huntsville, Texas.

2009: CPE Review Course. UNDERSTANDING GAAP. Huntsville, Texas.

2008: Graduate Course. ERP Business Process Integration - 45 hours of CPE. Huntsville, Texas.

2007: CPE Review Course. FINANCIAL STATEMENT DISCLOSURES. Huntsville, Texas.

2007: CPE Review Course. AN ACCOUNTANT'S GUIDE TO TRUSTS. Huntsville, Texas.

2007: CPE Review Course. INDEPENDENCE UNDER SARBANES-OXLEY. Huntsville, Texas.

2006: Accountants Education Group. COLORADO ETHICS. Huntsville, Texas.

2006: Accountants Education Group. FOUNDATIONS IN FRAUD EXAMINATION. Huntsville, Texas.

2006: Accountants Education Group. SAS 99. Huntsville, Texas.

Last updated by member on 26-Aug-11 (10:05 AM)