

JOHN C. HITZEMAN

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Conroe, TX 77304

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OBJECTIVE

Procurement & financial management in higher education where my experience in a university environment can best be utilized for the benefit of the institution.

SUMMARY:

Over twenty six years in procurement and financial management in higher education, ten years at Texas A&M University at Galveston and sixteen years at Sam Houston State University.

EDUCATION:

MASTER OF BUSINESS ADMINISTRATION

Stephen F. Austin State University
Nacogdoches, Texas

BACHELOR OF BUSINESS

Stephen F. Austin State University
Nacogdoches, Texas

CONTINUING EDUCATION:

Administration and Computers 6031
University of Houston Clear Lake

Positive Discipline (summer workshop)

Texas A&M University

CERTIFICATIONS MEMBERSHIPS:

Phi Alpha Kappa (Finance Honorary Fraternity)
Alpha Omega Society (Christian Men's Organization)
Lifetime Certified Purchasing Manager (Sponsored by National Association of Purchasing Managers).
Information Resource Manager (A&M at Galveston)
Sponsored by the Department of Information Resources

**COMMITTEE/
COMMUNITY
INVOLVEMENT
EMPLOYMENT**

Member of Galveston Leadership Class
Chairman of the Computer Task Force (TAMUG)
Sponsor of the Student Baptist Ministry (TAMUG)
Sunday school Teacher (Conroe United Methodist Church)

SPECIAL PROJECTS

Supervised installation of satellite and video in the dormitories
Completed the Annual Performance Report for the Automated Statewide Inventory System of Texas (ASIST)
Managed from inception to completion the new voice and data communication system, five year project with an budget of \$1,460,000
Security Manager for the Financial Accounting Management Information System (FAMIS)

**11/1/1998
to
Present**

**Sam Houston State University
Associate Vice President of Business Services
Responsibilities:**
Procurement/Contracts
University Stores
Mail Service
Press
Vending
Shredding/Recycling
Property/Surplus
Central Receiving

**10/1/1988
to
11/1/1998**

**Texas A&M University at Galveston
Director of Procurement and Materials Services
Responsibilities:**
Information Resource Manager for the department of Information Resources
Fixed Assets
Inventory/surplus
Copy Center
Contract Administration

Historically Underutilized Business Representative
(Minority Business)

7/1/1984

to

7/1/88

Secretary Treasurer of Jasper Oil Company

Responsibilities:

Accounts Payable & Receivables

Financial Audits

Monthly/year-end reports

Operations

References

References upon request