

## Rachel A. Homme

### Specialized Professional Competence

- Prepare, organize, and review trial exhibits and deposition exhibits
- Review, organize, and maintain project file material
- Summarize depositions and medical records
- Print and reproduce corporate work product and correspondence
- Enter, transcribe, record, store, and maintain information in written or electronic form
- Prepare and distribute client budgets and related project documentation

### Professional Qualifications

- Lamar University, Beaumont, TX, Business Management, 1989 – 1991
- Dynamic Analysis Group LLC, 2013 – present  
Provide technical support services including preparation of exhibits, materials organization, schedule coordination and communication with clients. Preparation and distribution of client budgets and related project documentation; manage customer and vendor issues. Ensure the proper and continuous flow of day-to-day activities in all aspects of accounting procedures.
- Byrne Metals Corporation, 2012 – 2013  
Responsible for subcontractor billings pursuant to individual General Contractor guidelines and procedures; comprehensive administrative and accounting tasks; tracking job costs; maintain monthly job cost budgets.
- Colliers International, 2007 – 2012  
Generate broker commission invoices and track payments; responsible for all aspects of accounting procedures for main office and satellite office; enforce company compliance policies with regard to documentation; resolving issues to maintain the best bottom line solutions.
- G.B. Adams & Associates, P.C., 2005 – 2007  
Oversee the bookkeeping for this small CPA firm and its various clients; perform all administrative tasks and answer phones; maintain office operations; meeting arrangements; copy and assemble prepared tax returns; ensure timely mailing/filing of tax returns.
- The Welch Foundation, 2003 – 2005  
Assist in processing Grantee incoming proposals and year-end reports for this non-profit organization; answer phones and perform all-encompassing administrative tasks; responsible for typing significant component of Welch's Annual Supplemental Information Report; assist with annual Welch Conference and annual Award Banquet.
- Beaumont Iron & Metal Corporation, 1989 – 2003  
Responsible for ensuring accurate bookkeeping for three separate companies; perform all administrative tasks; generate all corporate proposals, contracts and correspondence; implement policies and procedures; achieve and maintain efficient work ensemble to meet crucial deadlines.