

PATRICIA J. FOWLER
606 North 6th Street
Columbia, Missouri 65201

Cell: (573) 256-6841
Email: fowlerpatriciaj@gmail.com

EXPERIENCE

FARM AND HOME STRUCTURES LLC 2014 - PRESENT
Business Manager

Completes financial and risk management functions for framing contractor in Platte City MO. Manages payroll, accounts payable, accounts receivable, tax and insurance compliance, annual insurance audits, US DOT compliance, preparation of job recaps and profit summaries, weekly cash reports and bi-weekly sales and revenue reports, monthly and quarterly ledgers for all accounts.

MU SOS TEMPORARY STAFFING 2012 - 2014
Office Services II

Provided administrative and customer service support, including answering questions for parents, students and the general public in a fast-paced environment. Assignments include the Department of Residential Life, Office of the University Registrar, Office of Admissions and Mizzou Online.

MU COLLEGE OF ARTS & SCIENCE, FIGS & TRIGS PROGRAM 2010 - 2012
Program Coordinator

Managed multiple co-enrollment processes throughout academic year; hired, trained and supervised peer advisors for 125 sections of Interdisciplinary Studies; established mentoring relationships with faculty and advising stakeholders; raised the academic profile and overall quality of program through assessment, collaboration and team goal-setting.

MU COLLEGE OF ARTS & SCIENCE, OFFICE OF SERVICE-LEARNING 2006 - 2010
Project Coordinator

Advised students on learning goals; matched their abilities to local community needs. Energized placement sites through collaboration; expanded the number of partners and the depth and complexity of service projects for upper level students and those interested in pursuing a minor in Leadership and Public Service.

MU COLLEGE OF ARTS & SCIENCE, HONORS COLLEGE 2005 - 2006
Office Services II

Managed on-line and manual evaluation processes for Honors faculty and administrators; coordinated campus visits for potential MU students and their parents.

MOBERLY AREA COMMUNITY COLLEGE, COLUMBIA CAMPUS 2002 - 2004

Part-time Adjunct Instructor

Developed curriculum and assignments for students in their first technology-related course.

SHELTER INSURANCE COMPANIES, COLUMBIA, MO 1999 - 2005

Litigation Paralegal

Advised billing managers on company compliance procedures while auditing the litigation fees and expenses for approximately 200 outside counsel in 8 states; assisted in redesign of case management system on Lotus Notes Developer platform.

GRAPHIC EDUCATION CORPORATION, COLUMBIA, MO 1999

Operations Manager

Authored corporate policies and procedures for start-up corporation running on investor capital.

AWARDS, TRAINING AND EDUCATION

LWV OF BOONE COUNTY OUTSTANDING CITIZEN AWARD	2015
MU DIVERSITY AWARD, HONORABLE MENTION	2014
MU EXCELLENCE IN EDUCATION AWARD	2009
ADVANCED LEGAL RESEARCH COURSEWORK	2007
TRUMAN SCHOOL OF PUBLIC AFFAIRS, COLUMBIA, MO	2006
J.D., SUFFOLK UNIVERSITY LAW SCHOOL, BOSTON, MA	1984
B.A., FROSTBURG STATE COLLEGE, FROSTBURG, MD	1981