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## **EDUCATION**

### **Sul Ross State University 2016**

Masters of Science  
Health and Human Performance

### **Sul Ross State University 2009**

Alpine, Texas , United States  
Natural Resource Management emphasis-Range  
Bachelor of Science  
Member of Range and Wildlife Club  
Volunteer with Special Olympics Texas  
Volunteer hours in Spraying brush and prescribed burns  
Earned 20 hours in Minor study (Ag Business)

### **La Pryor High school 2004**

La Pryor, Texas , United States  
Education  
High School Diploma  
Member of 4-H and FFA Club  
Member of and President of National Honor Society  
Top Ten % of my class- Valedictorian

## **PROFESSIONAL EXPERIENCE**

### **Manager- Sul Ross State University Bookstore**

May 2011 to Current  
**Texas Book Company** – Alpine, Texas

As the Manager for the Sul Ross Bookstore I oversee and train staff, receive text book invoices, order Textbooks and General Merchandise (clothing, supplies, anything for resale in the store). I've attended Texas Book Company University which is required for the position. There was a week long training that I attended for each: Finance, Accounting, Textbook, Personnel, and General Merchandise. I've learned to manage a weekly snapsho a monthly Financial Analysis, a purchase audit trail, and many more tools to control inventory and keep my contracted margin on different purchased items.

I've learned to maintain a daily sales audit via AS400 and a MBS POS 4690 controller system.  
update a budget workbook daily with sales, along with sales per man hour. This helps me see if I need to cut back on my most controllable expense: Payroll dollars.  
Use AS400 system to maintain stockledger, print and maintain PO's, recieve General merchandise invoices.  
Through personnel training I learned to utilize a service skill training module for my staff to be at their best potential.

Defined strategy and business plan for low sales in supplies. By better marketing our supply items (tablets, pens, pencils...etc...) I was able to meet my margin by following my financial analysis cost of goods sold to sales and knowing what to work with.

**Assistant Manager/Accounting Clerk**

August 2010 to May 2011

**Texas Book company** – Alpine, Texas

Reduced and controlled expenses by keeping a daily Budget workbook, and utilizing a daily sales audit.

Managed all tills in store and daily safe count

Served as mentor to junior team members.

Set retail pricing for all GM and Supply items by figuring our mark up to meet Margin set for our store.

Increased profits by developing, initiating, and managing our Cost of goods sold accordingly.

