

# ELIZABETH R. HOLBROOK, CPA, MSA

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## EDUCATION

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*Doctor of Business Administration, Accounting*  
**George Fox University, Newberg, OR**

*Expected Completion: 2024*

*Master of Science: Accounting*  
**Liberty University, Lynchburg, VA**

*March 2018*

- Cumulative GPA- 4.0
- Graduated with High Distinction

*Bachelor of Arts: Accounting and Business Administration*  
**Point Loma Nazarene University, San Diego, CA**

*May 2012*

- Cumulative GPA- 4.0
- Summa Cum Laude
- 2012 Accounting Student of the Year
- Dean's List 2008 to 2012
- Student Accounting Society President
- ACC 201, ACC 202, ACC 370, ACC 371, WRI 110 Grader

## CERTIFICATIONS

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*Certified Public Accountant, State of California*

## TEACHING EXPERIENCE

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**Point Loma Nazarene University**  
*Assistant Professor of Accounting*  
*Adjunct Professor of Accounting*

San Diego, CA

*August 2020 to Present*

*September 2014 to August 2020*

- Teach Accounting for Decision Making to MBA graduate students, covering reading, understanding and analyzing financial statements as well as a variety of managerial accounting concepts
- Teach Advanced Financial Accounting to undergraduate senior accounting students, covering advanced topics such as consolidations, foreign currency instruments, partnerships, government accounting and non-profit accounting
- Teach Intermediate Financial Accounting to undergraduate accounting and finance students, covering an in-depth study of generally accepted accounting principles as they relate to all parts of the balance sheet and income statement
- Teach Beginning Financial Accounting to undergraduate business students covering basic financial accounting concepts such as the accounting cycle, generally accepted accounting principles and accrual-based accounting
- Teach Accounting Ethics to undergraduate accounting students, providing them with theoretical knowledge and a practical framework to identify and deal with ethical conflicts encountered in the accounting profession
- Mentor students both in and out of the classroom, guiding them through career and life decisions
- Receive consistently high ratings on student evaluations across all courses taught
- Serve on FSB Assessment Committee

## **WORK EXPERIENCE**

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### **ViaSat, Inc.**

Carlsbad, CA

*Senior Revenue Recognition Accountant*

*January 2016 to November 2017*

- Worked with business area personnel and external auditors to establish various revenue recognition determinations for significant awards greater than \$500K such as multiple-element arrangements, percentage of completion accounting, and lease considerations
- Consulted with several different business areas as the revenue expert in corporate finance
- Organized and oversaw quarterly testing of revenues for projects generating quarterly sales greater than \$1 million by facilitating selection methodology with the external audit team and completing initial tests
- Assisted in leading the revenue team to analyze the new revenue recognition accounting guidance under ASC 606 and identified the impact of established accounting positions as well as the implementation plan for a smooth transition to the new standard across the entire company

### **Lindsay & Brownell, LLP**

La Jolla, CA

*Senior Accountant*

*December 2014 to January 2016*

*Staff Accountant*

*August 2012 to December 2014*

*Intern*

*January 2011 to August 2012*

- Prepared and reviewed hundreds of individual, trust, entity and non-profit tax returns
- Engaged in tax planning and consulting for individual, trust, entity and non-profit clients
- Prepared and assisted on compilations and audits of non-profit clients
- Provided assistance and consultation to clients in the maintenance, upkeep and cleanup of their books on both a GAAP and tax basis
- Proficient in Prosystems Fx Tax, Creative Solutions Accounting, QuickBooks, MS Word and MS Excel
- Interacted and built relationships with clients, helping them gain an understanding of their financial situation as it relates to both tax and general business decisions
- Actively participated on the recruiting committee, networking with students and helping to coordinate hiring of both interns and full-time employees
- Planned and carried out training for new full-time employees and interns encompassing individual, trust and entity tax preparation

## **MINISTRY ACTIVITIES**

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### **The Church at Rancho Bernardo**

San Diego, CA

- “Life Group” Leader for Married Couples with Young Children – September 2019 – March 2020
- Women’s Ministry Planning Team, June 2019 – May 2020
- “Mom-to-Mom” Bible Study – September 2017 - Present
- “Life Group” Member – September 2014 – Present
- “Grace’s Story – Easter 2018” Video – April 2018
- 4<sup>th</sup>/5<sup>th</sup> Grade Sunday School Teacher – September 2015 – June 2017

## **COMMUNITY INVOLVEMENT**

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### **Rady Children’s Hospital**

San Diego, CA

*Family Advisory Council Member*

*March 2018 – Present*

*Family Advisory Council Co-Chair*

*January 2019 – December 2020*

The mission of the Family Advisory Council is to *promote family-centered care and advise and advocate on behalf of children and their families — using experiences, wisdom and diverse points of view — so that positive changes are made at Rady Children’s Hospital-San Diego and in the community.*

- Plan, coordinate, attend and run monthly meetings with patient families and hospital leadership
- Identify issues that need to be addressed within the hospital and work with hospital leadership to find a solution that satisfies all interested parties

- Lead a discussion between hospital leadership and members of all hospital family advisory councils to develop mental health resources for parents and other family members who have children in the hospital
- Review and provide feedback on a variety of hospital resources that families receive, including the hospital “Family Guide” that is given to all families upon admission to the hospital
- Led 100 participants in the creation of an “action plan” during a Suicide Prevention Symposium hosted by Rady Children’s Hospital
- Spoke on a parent and physician panel during a conference put on by Rady Children’s Hospital and Children’s Hospital of Orange County for a group of 200 pediatricians on the importance of family centered care

**Rady Children’s Hospital**

*Cardiac Family Advisory Council Member  
Cardiac Family Advisory Council Founder*

San Diego, CA  
*October 2018 – Present  
April 2018 – October 2018*

The mission of the Cardiac Family Advisory Council is to *integrate the patient and family perspective into the vital work of Rady Children’s Heart Institute. Through advocacy and collaboration, we will advance the knowledge of, and excellent care for, people with congenital or acquired heart disease.*

- Meet monthly with a group of 15 parents and former patients as well as Heart Institute leadership to improve patient care and experience within the unit
- Provide a parent perspective to the cardiac medical team on family centered care, parent and patient education, medical equipment training and other issues in order to develop a more cohesive and robust discharge plan for patients
- Volunteer at the annual Rady Children’s Hospital Heart Party, where families of children with congenital heart disease can come and experience a variety of fun activities and food
- Initiated a handwashing campaign in the Cardiovascular Intensive Care Unit (CVICU) that helped reduce the number of infections and doubled patient and family satisfaction in the safety category.
- Worked with hospital leadership and four other mothers of children with congenital heart disease to create the Cardiac Family Advisory Council
- Recruited and interviewed 15 other family members, including mothers, fathers and former patients, to serve on the council

**Rady Children’s Hospital**

*NICU Family Advisory Council Member*

San Diego, CA  
*June 2018 – Present*

- Review and provide feedback on parent resources and handouts including initial information for NICU families, surgical guides and a NICU pre-admission guide for perinatal families
- Re-organize and revise patient discharge binder, which serves as the primary resource parents take home with them when their baby is discharged from the NICU
- Planned and hosted a holiday dinner for families with babies in the NICU. This included coordinating food and toy donations, a “Santa” for siblings to visit with and being a listening ear as families shared their stories