

# Curriculum Vitae

## Coy Martin, M.S.

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College of Humanities, Social Sciences & Arts  
College of Innovation & Design  
AG/IT 222C  
Texas A&M University-Commerce  
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### Education

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**MS in Accounting.** Texas A&M University-Commerce. December 2015.

**BBA in Accounting.** Texas A&M University-Commerce. December 2013.

### Professional Experience

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#### Adjunct Instructor

College of Innovation & Design  
Texas A&M University-Commerce  
Summer 2021 to present

- Teacher of record for ORGL 3331

#### Adjunct Instructor

College of Innovation & Design  
Texas A&M University-Commerce  
Fall 2019 to present

- Developed curriculum and course content for FLC 100 & FLC 200, which is geared towards incoming freshman who get awarded the First-Year Leadership Class (FLC) scholarship
- FLC teaches students ways to development themselves as young leaders in college through service, in the classroom and beyond
- Teacher of record for course

#### Adjunct Instructor

University College  
Texas A&M University-Commerce  
Fall 2016 to December 2016

- Developed curriculum and course content for COH III, which is geared towards incoming freshman

- Teacher of record for course

### **Budget Coordinator & Analyst**

College of Humanities, Social Sciences, and Arts

Texas A&M University - Commerce

January 2015 to present

- Perform all budgeting and financial aspects of the entire College of Humanities, Social Sciences, and Arts
- Distribute, adjust, and maintain all funding aspects of the entire college, especially in regards to accounts deficits and account funding
- Work with numerous university systems including FAMIS (Canopy), Banner, Concur, Business Objects, WebFocus, etc.
- Assist with the new university implementation of the Low Cost Textbook Initiative
- Oversee the distribution of the college's faculty contracts each year as well as the college's adjuncts contracts

### **Graduate Assistant of Business Services**

Financial Services

Texas A&M University - Commerce

January 2014 – December 2014

- Perform Banner security audits in the Financial Services department
- Created the university's new Banner Account Request Form and Banner Security Change Forms in User Class, along with the new Banner Process Manual
- Performed university-wide bank reconciliations each month
- Prepared the university for the university-wide financial audits
- Created and maintained a departmental Business Procedures Manual

### **Operations Manager / Accounting Assistant**

Campus Recreation

Texas A&M University-Commerce

September 2011 – January 2014

- Oversee a building staff of as much as 15 employees during one shift
- Maintained daily deposits for all point of sale transactions for all parts of the facility
- Assisted in overseeing the implementation and coordination of a new point of sale management system
- Organized an accounting system in excel for professional staff to view

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## **Professional Affiliation**

The National Society of Leadership and Success, Sigma Alpha Pi. Advisor.

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## **Teaching Experience**

Texas A&M University-Commerce, University College.

Courses Taught: COH III, Freshman Success. Fall 2016.

Texas A&M University-Commerce, College of Innovation & Design.

Courses Taught: FLC 100, Leadership, Fall 2019.  
FLC 200, Leadership, Spring 2020.  
FLC 100, Leadership, Fall 2020.  
FLC 200, Leadership, Spring 2021