

Rhonda Holderman

Professional Experience

September 2016-Current

New Mexico Environment Department

Financial Manager, Loans and Grants

Construction Programs Bureau

Oversee administrative and financial responsibilities for the Construction Programs Bureau's (CPB) Loan Program and Capital Outlay Special Appropriations Program. Supervise the Loan Program Manager and the Special Appropriations Manager.

- Capital Outlay Special Appropriations Program.
 - Oversee compliance with Executive Order 2013-006;
 - Ensure bond questionnaires are completed and submitted;
 - Work collaboratively with the Capital Outlay Bureau and the Board of Finance;
 - Manage the distribution and execution of Grant Agreements;
 - Work with independent auditors and Administrative Services Division to complete audit schedules for all Capital Outlay Appropriations for the Department;
 - Ensure accurate daily execution of day to day operations including:
 - Notices of Obligations;
 - Vouchers;
 - Purchase Orders;
 - Change Orders;
 - Disbursements.
- Loan Program encompassing the Clean Water State Revolving Fund (CWSRF) and Rural Infrastructure Revolving Loan Program (RIP).
 - Manage a combined fund balance of over \$360 million;
 - Ensure federal, state and agency compliance;
 - Oversee programmatic initiatives for both programs;
 - Maintain fiscal integrity the programs;
 - Ensure borrowers are creditworthy;
 - Work with independent auditors annually;
 - Prepare financial statements for the CWSRF and RIP;
 - Market loan programs;
 - Ensure accurate daily execution of day to day operations including:
 - Capitalization Grant Management;
 - Accurate disbursement payments;
 - Accurate amortization schedules;

July 2015-September 2016
New Mexico Environment Department
Loan Manager
Construction Programs Bureau

Manage the financial and administrative aspects of the Clean Water State Revolving Fund and the Rural Infrastructure Revolving Loan Program. Supervised three full-time positions, two program administrators and a loan administrator.

- Developed and implemented fiscal policies for loan programs;
- Ensured compliance with federal and state laws and agency policies;
- Marketed programs to ensure needed infrastructure dollars were reaching communities;
- Managed all day to day operations of the loan programs;
- Implemented programmatic policies to increase efficiency and eliminate redundancy.

April 2011-July 2015
New Mexico Department of Game and Fish
Assistant Chief
Licensing Operations

Planned, organized and directed agency functions related to licensing. Supervised up to seven full-time positions, including the Special Hunts Supervisor; also directed up to ten seasonal contract employees and DGF staff on temporary assignment to Licensing.

- Transitioned the Department's licensing operations to web-based from paper;
- Supervised revenue recognition for all licensing, \$60 million annually;
- Worked closely with IT on all hunting lottery programming, testing and deployment;
- Developed and deployed training for all initial Vendor web-based sales;

July 2007-April 2011
New Mexico Department of Game and Fish
Special Hunts Supervisor
Licensing Operations

Managed statewide special hunts licensing. Supervised three full-time positions and up to twenty seasonal contract employees.

- Oversaw execution of hunting lotteries; initially paper-based processes, transitioning to web-based processes;
- Managed issuance of all Private Land Use System hunting licenses;
- Supervised front desk staffing and sales at the Santa Fe headquarters;
- Interacted regularly with customers including hunters, guides and outfitters;

May 2006-July 2007
New Mexico Department of Game and Fish
Special Permits Manager
Law Enforcement Division

Managed a diverse program with multiple permitting components including wildlife importation, wildlife rehabilitation, falconry, field trials and others.

October 2005-March 2006
Farmers Insurance
Agent

February 2005-October 2005
Fed-Ex Kinkos
Store Manager

July 1999-January 2005
Romano's Macaroni Grill
Store Manager

March 1993-July 1999
June 1987-March 1992
Black-eyed Pea Restaurants
Store Manager

Education

Master of Business Administration
Eastern New Mexico University
2014

Bachelor of Science Business Administration
Tulsa University
1987