State of Oklahoma
Office of Personnel Management

Carl Albert Public Internship Program

Directory of Executive Fellows and Undergraduate Interns
Spring 2007

State of Oklahoma
Office of Personnel Management
Office of Communications

Oscar B. Jackson, Jr., Administrator
Cabinet Secretary of Human Resources and Administration

Jenny Chong
Carl Albert Public Internship Program Coordinator

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Executive Fellows

Nduta Mbugua Ahmad

Oklahoma State Department of Health
1000 NE 10th Street
Oklahoma City, OK 73110
(405) 271-4171 (P)
(405) 271-4994 (F)
ndutaA@health.ok.gov

University of Oklahoma
Nduta is pursuing a Master's degree in Human Relations.

Executive Fellow Start Date
November 2006

Duties and Responsibilities
Nduta serves as a personnel liaison interpreting and advising agency personnel staff, employees, supervisors, managers and deputy commissioners of rules, laws and policies involving personnel issues and actions. She also prepares, reviews, and processes all personnel actions and applications for the employees of two services areas; ensures compliance with applicable laws and rules concerning appointments, promotions, demotions, transfers, separations and other actions. Nduta also maintains Peoplesoft database of employee personnel records, prepares and processes recommendations for requests for salary changes, determines salary changes for personnel actions such as appointments, promotions, transfers, demotions, and reinstatements.

Sarah Barber

Office of Personnel Management
2101 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 521-2177 (P)
(405) 524-6942 (F)
sara.barber@opm.ok.gov

University of Oklahoma
Sarah is pursuing her Master's degree in Public Administration.

Executive Fellow Start Date
April 2006

Duties and Responsibilities
Sarah provides HR and Payroll services for several small states agencies utilizing the PeopleSoft system. This includes processing time and leave information, benefits, direct deposits, retirement, and workers' compensation. She also performs agency liaison work by providing accurate and timely information, both orally and in writing, to inquiries concerning Merit System Rules, OPM policies and procedures, and state statutes. Sarah also utilizes the HR Legacy and PeopleSoft computer system, audits, reviews, and processes personnel actions submitted by agencies to determine if actions are in compliance with current policies and procedures, Merit System Rules or state and federal laws.

Ileana Bauman

Department of Rehabilitation Services
3535 NW 58th Street, Suite 500
Oklahoma City, OK 73112
(405) 522-7978 (P)
(405) 522-7980 (F)

University of Oklahoma
Ileana is pursuing a Master's degree in Human Relations/Counseling.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Ileana manages a caseload of Spanish speaking clients with various types of disabilities. She provides medical assessment of disabling condition and vocational assessment of skills and abilities. She also provides vocational guidance and counseling, and other appropriate services to help clients achieve employment goals. In addition, she analyzes and address barriers to successful employment outcomes, provides outreach to the Hispanic community in the southwest quadrant of the state, and develops contact with the Latino community organizations and leaders.

Linda Chen Mu Fang

Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Central Oklahoma
Linda is pursuing a Master's degree in General Education with Accounting Option.

Executive Fellow Start Date
January 2007

Duties and Responsibilities
Linda performs technical and financial analysis of loan application to ensure that adequate financial, technical and accounting data, legal documents, contracts, proposals, and other applicable records and documents have been submitted to facilitate required financial credit analysis. She also reviews monthly operating statements and annual audits of borrowers for variances and to monitor compliance with debt coverage ratio. In addition, she also provides assistance to the public personally and over the phone; gathers follow-up information required to process loan applications and collect exceptions; represents the agency at public meetings—making presentations on agency programs.

Sarah Davis

Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Oklahoma
Sarah is pursuing a Master's degree in Science Education.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Sarah performs tasks analogous to those performed by an Environmental Specialist in the Lakes and Special Studies Section of Water Quality Programs Division. She works on the State and National Lake Probabilistic Sampling; Central Oklahoma Master Conservancy Districts contract for water quality, hydrographic mapping contracts and finally assists with restoration projects statewide. She also assists in the preparation and execution of the two lakes probabilistic sampling projects. This includes extensive GIS knowledge, contact with the public, field sampling and reporting skills.

Christina De La Rosa

Office of Juvenile Affairs
2814 Sante Fe
Oklahoma City, OK 73118
(405) 530-2800 (P)
(405) 530-2890 (F)
chrdel@oja.state.us.gov

Oklahoma State University
Christina is pursuing a Doctorate's degree in Counseling Psychology.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Christina conducts initial interviews with clients to obtain pertinent psychological information. She administers, scores, and interprets various intelligence, personality, aptitude, and/or psychological tests, and develops an appropriate treatment plan based on test findings and interviews. She conducts individual, group, and family therapy sessions and prepares comprehensive evaluation reports. Cynthia participates in and develops psycho-educational programs, which include parenting workshops, children's groups, and health fairs. She appears in court and provides testimony in client hearings and other areas.

Debby Doughty

Office of Juvenile Affairs
PO Box 268812
Oklahoma City, OK 73132
(405) 530-2824 (P)

University of Tulsa
Debby is pursuing a Doctorate degree in Clinical Psychology.

Executive Fellow Start Date
April 2005

Duties and Responsibilities
Debby conducts initial interviews with clients to obtain pertinent psychological information to make appropriate diagnosis. She also administers, scores, and interprets various intelligence, personality, aptitude, and psychological tests. In addition she develops appropriate treatments plans based on test findings and interviews; conducts individual, group, and family therapy sessions.

Jerry Blake Edwards

Department of Rehabilitation Services
321 S. 3rd, Suite 7
McAlester, OK 74501
(918) 423-8800 (P)
(918) 429-1828 (F)

East Central University
Jerry is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date
August 2005

Duties and Responsibilities
Jerry provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. He works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Jerry plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Cynthia Griffin

Oklahoma Health Care Authority
4545 N. Lincoln Blvd, Ste. 124
Oklahoma City, OK 73105
(405) 641-6757 (P)

Langston University
Cynthia is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date
August 2005

Duties and Responsibilities
Jerry provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. He works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Jerry plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Andrew Hester

Oklahoma State & Education Employees Group Insurance Board
3545 NW 58th Street, Ste. 110
Oklahoma City, OK 73112
(405) 717-8701 (P)
(405) 717-8941 (F)

Oklahoma City University
Andrew is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Andrew is responsible for constructing technical and administrative documents, reports, PowerPoint presentations and writing technical instructions as needed. In addition he develops communication materials for Insurance Coordinators and members; responsible for HIPPA compliance activities within the division; assist with coordinating Option Period activities including preparation of necessary materials and forms. Andrew also develops surveys to illicit feedback from Insurance Coordinators and members; coordinates distribution of surveys following on-site training visits; determine eligibility and provides verification to pre-certification TPA and resolving any issues.

Carol Lee Inman

Oklahoma Employment Security Commission
2401 N. Lincoln Blvd.
Oklahoma City, OK 73152
(405) 557-7221 (P)

Oklahoma City University
Carol is pursuing a Master's degree in Liberal Arts.

Executive Fellow Start Date
March 2006

Duties and Responsibilities
Carol analyzes, reviews, and complies statistical data. She also prepares and arranges statistical tables and charts for compilation into manuals, handbooks and reports. Carol also reviews and corrects LMI data and publication plans and develops and conducts LMI training conferences and seminars.

Alicia Irvin

Office of Juvenile Affairs
P.O. Box 268812
Oklahoma City, OK 73126
(405) 530-2800 (P)

Oklahoma State University
Alicia is pursuing a doctorate degree in Counseling Psychology.

Executive Fellow Start Date
August 2006

Duties and Responsibilities
Alicia conducts initial interviews with clients to obtain pertinent psychological information to make appropriate diagnosis. She also administers, scores, and interprets various intelligence, personality, aptitude, and psychological tests. Alicia also develops appropriate treatment plans based on test findings and interviews for individual, group, and family therapy sessions.

Brian Jepsen

Office of Personnel Management
2101 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 521-2177 (P)
(405) 524-6942 (F)
brian.jepsen@opm.ok.gov

University of Oklahoma
Brian is pursuing his Master's degree in Public Administration.

Executive Fellow Start Date
April 2006

Duties and Responsibilities
Brian is responsible for conducting position audits, reviewing and processing of personnel actions, and responsible for the creation/development of Job Family Descriptors. He also reviews and processes Pay Movement Mechanism requests, and in an advisory/regulatory capacity, serves as a liaison to assigned state agencies.

Kory Kirkland

Office of Attorney General
2300 N. Lincoln Blvd. #112
Oklahoma City, OK 73105
(405) 521-3921 (P)
(405) 521-6246 (F)

Oklahoma City University
Kory is pursuing a law degree.

Executive Fellow Start Date
June 2006

Duties and Responsibilities
Kory is responsible for working with the General Counsel Section in the Office of Attorney General. He will also perform legal research through Westlaw and brief files for preparation of briefs to be filled by the General Counsel Section. Kory will also be required to write memorandums to AAGs as to supporting law.

Nicole Kohmescher

Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Oklahoma
Nicole is pursuing a Master's degree in Zoology.

Executive Fellow Start Date
February 2007

Duties and Responsibilities
Nicole assists with work-plan development and writing for federal projects. She also assists with field sampling activities on lakes located at various locations across the state to assess lake water quality status for several federally funded projects.

Cynthia Kyle

Department of Rehabilitation Services
5813 S. Robinson
Oklahoma City, OK 73109
(405) 635-2750 (P)
ckyle@drs.state.ok.us

East Central University
Cynthia is pursuing a Master's degree in Human Resources.

Executive Fellow Start Date
November 2005

Duties and Responsibilities
Cynthia's responsibilities include administering vocational tests, writing reports, and other duties that are essential to the job.

Fidelis Mbugua

Oklahoma Health Care Authority
4545 N. Lincoln Blvd., Ste. 124
Oklahoma City, OK 73105
(405) 522-7300 (P)
(405) 530-7218

University of Central Oklahoma
Fidelis is pursuing a Master's degree in Accounting.

Executive Fellow Start Date
November 2006

Duties and Responsibilities
Fidelis's is responsible for assigning with special projects, waiver activities and reporting. She provides training to agency staff or external stakeholders regarding projects, assists in reporting data, and interfaces with IS, Finance, Program Integrity and Planning, Quality Assurance/Improvement and SoonerCare program areas serving both providers and members.

Seth Miller

Department of Rehabilitation Services
225 W. Maple
Enid, Oklahoma 72701
(580) 233-0244 (P)
(580) 233-6536 (F)

Northwestern Oklahoma State University
Seth is pursuing a Master's degree in Counseling Psychology.

Executive Fellow Start Date
March 2006

Duties and Responsibilities
Seth's responsibilities include taking applications, completing certifications, completing individual plans of employment, and providing supportive services for clientele to be able to achieve goals of obtaining or maintaining gainful employment. He also does case documentation and verification of pertinent information in the case records.

Derek Neidig

CompSource Oklahoma
1901 N. Walnut
Oklahoma City, Oklahoma 73152
(405) 962-3506 (p)
(405) 962-3597 (f)
derek_n@compsourceok.com

University of Oklahoma
Derek is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date
May 2006

Duties and Responsibilities
Derek reviews, analyzes, and approves personnel actions. He also evaluates jobs applications, conducts interviews, counsels' employees, and prepares certificates of eligibles for various positions.

Cathy Nguyen

Oklahoma Health Care Authority
4545 N. Lincoln Blvd, Suite 124
Oklahoma City, Oklahoma 73105
(405) 522-7300 (p)

Oklahoma City University
Cathy is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Cathy performs QOC daily activities related to monthly receipts, response and processing of approximately 420 reports. She assists the Project Coordinator in monthly processing and verification of data as needed, receives and handles routine calls from providers and members concerning the QOC program, and assist in planning, organization and coordination of projects or research activities assigned to the Unit.

Garrett Otteson

Oklahoma Employment Security Commission
2401 N. Lincoln Blvd.
Oklahoma City, OK 73152
(405) 557-7221 (P)
(405) 525-0139 (F)

University of Oklahoma
Garret is pursuing a Masters degree in Business Administration.

Executive Fellow Start Date
October 2006

Duties and Responsibilities
Garrett works on the BLS program and receives, reviews, and compiles labor market data. He also edits data for accuracy and prepares and arranges statistician tables and charts.

Ben Palmer

Department of Labor
4001 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 528-1500 (P)
(405) 557-1214 (F)

University of Oklahoma Health Science Center
Ben is pursing a Master's degree in Industrial Hygiene and Environmental Management.

Executive Fellow Start Date
March 2006

Duties and Responsibilities
Ben's responsibilities include conducting inspections of job sites where hazardous materials are being removed. He also performs comprehensive examinations, calibrates equipment, and collects data through sampling.

Christina M. Reininger

Department of Rehabilitation Services
8740 E. 11th Street, Ste. F
Tulsa, OK 74112
(918) 836-5556 (P)
(918) 835-2358 (F)

University of Arkansas
Christina has earned a Master's degree in Rehabilitation Counseling in December 2005.

Executive Fellow Start Date
November 2005

Duties and Responsibilities
Christina's duties include meeting with clients, assisting clients with job readiness, and helping clients fill out forms.

Danny Robison

Department of Rehabilitation Services
1000 Choctaw Avenue, Ste. 2
Chickasha, OK 73018
(405) 222-0685 (P)
(405) 222-5720 (F)
drobison@drs.state.ok.us

University of Arkansas
Danny has earned a Master's degree in Rehabilitation Counseling in December 2006.

Executive Fellow Start Date
July 2005

Duties and Responsibilities
Danny provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. She works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Danny plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Kimberly Samuels

Office of Juvenile Affairs
P. O. Box 268812
Oklahoma City, OK 73126
(918) 639-3543 (P)

Oklahoma State University
Kimberly is pursuing a Master's degree in Counseling Psychology.

Executive Fellow Start Date
August 2006

Duties and Responsibilities
Kimberly conducts initial interviews with clients to obtain pertinent psychological information to make appropriate diagnosis. She also administers, scores, and interprets various intelligence, personality, aptitude, and psychological tests. Kimberly also develops appropriate treatment plans based on test findings and interviews for individual, group, and family therapy sessions.

Jacob Smith

Office of Personnel Management
2101 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 521-2177 (P)
(405) 524-6942 (F)
jacob.m.smith@opm.ok.gov

University of Oklahoma
Jacob is pursuing his Master's degree in Public Administration.

Executive Fellow Start Date
April 2006

Duties and Responsibilities
Jacob assists in the development and completion of the OPM Annual Salary Survey and Annual Compensation Report, which includes developing the survey instrument, selecting benchmark jobs, reviewing and analyzing market data, and writing the narrative report. He also reviews and analyzes agency requests to use pay movement mechanisms for conformance with rules, laws, and sound compensation principles and practices. Jacob also assists agencies in interpreting and applying the laws and regulations pertaining to compensation.

Tunde O. Sosanya

Oklahoma Health Care Authority
4545 N. Lincoln, Ste. 124
Oklahoma City, OK 73105
(405) 522-7585 (P)
(405) 522-7240 (F)
sosanyat@ohca.state.ok.us

University of Oklahoma Health Science Center
Tunde has earned a Master's degree in Environmental Management/Industrial Hygiene in December 2005.

Executive Fellow Start Date
June 2005

Duties and Responsibilities
Tunde is responsible for assisting with Management & Audit Services Division planning, development and management of information systems utilized by the units for audits/reviews and reports. She also provides training to agency staff regarding the information systems utilized. Tunde also provides assistance in agency-wide statistical reporting.

Monique Stith

Department of Rehabilitation Services
300 N.E. 18th Street
Oklahoma City, OK 73105
(405) 521-3873 (P)
(405) 522-2139 (F)
mstith@drs.state.ok.us

Langston University
Monique is pursuing a Master's degree in Vocational Rehabilitation Counseling.

Executive Fellow Start Date
March 2005

Duties and Responsibilities
Monique provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. She works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Monique plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Yohanes Pranowo Sugeng

Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Oklahoma
Yohanes is pursuing his Master's degree in Civil Engineering.

Executive Fellow Start Date
April 2006

Duties and Responsibilities
Yohanes develops, prepares, reviews and approves engineering reports, plans/specifications, and designs for municipal water and wastewater facilities/systems. He also reports and studies to identify and recommend engineering solutions for OWRD bond/CWSRF loan projects. In addition, Yohanes provides technical advice and guidance to OWRB loan borrowers in support of their applications for proper financial assistance.

Tuong Vinh Thai

Oklahoma Employment Security Commission
2401 N. Lincoln Blvd.
Oklahoma City, OK 73152
(405) 597-5300 (P)
(405) 525-0139 (F)
tuong.thai@oesc.ok.gov

University of Central Oklahoma
Tuong is pursuing a Master's degree in Computer Science.

Executive Fellow Start Date
April 2005

Duties and Responsibilities
Tuong designs and develops automated web applications, reviews the analysis of user function activities, and evaluates resources and current application systems.

Ramona Tiger

Department of Rehabilitation Services
3535 NW 58th Street, Suite 500
Oklahoma City, OK 73112
(405) 372-2017 (P)
rtiger@drs.state.ok.us

Langston University
Ramona has earned a Master's degree in Rehabilitation Counseling in May 2006.

Executive Fellow Start Date
March 2006

Duties and Responsibilities
Ramona takes applications for services, determines eligibility based on medical information for priority group assignments, and develops plans of services that promote employment outcomes. She also provides guidance and counseling services.

Stephanie White

Oklahoma Public Employees Retirement System
624 NW 22nd Street
Oklahoma City, OK 73103
(405) 204-4132 (P)

University of Oklahoma
Stephanie is pursuing a Master's degree in Public Administration.

Executive Fellow Start Date
November 2006

Duties and Responsibilities
Stephanie creates, edits, updates, and proofreads OPERS publication and forms, member handbooks and the manual for Retirement Coordinators. She also writes articles and assists in the publication of the quarterly newsletter, and works closely with OPERS staff members as well as individuals from other state agencies, organization, vendors and consultants who assist in the preparation, publication, and distribution of agency publications. In addition, Stephanie assists with enrollment and presentation of retirement coordinator training sessions and pre-retirement seminars.

Carlos Yanez Uribe

Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Oklahoma
Carlos is pursuing a Master's degree in Geography.

Executive Fellow Start Date
January 2007

Duties and Responsibilities
Carlos participates in conducting a groundwater investigation of the Arbuckle-Simpson Aquifer in South-Central Oklahoma. He performs interpretation and analysis of water level, geochemical, and geologic data; participates in development, interpretation and analysis of modeling data. He also collects location, physical, chemical, hydrologic, and other geologic data about water wells, springs and sinkholes, and karst features.

Joseph Zume

Oklahoma Water Resources Board
3800 N. Classen Blvd.
Oklahoma City, OK 73118
(580) 530-8800 (P)
jtzume@owrb.state.ok.us

University of Oklahoma
Joseph is pursuing a Doctorate degree in Geography.

Executive Fellow Start Date
September 2005

Duties and Responsibilities
Joseph participates in conducting a groundwater investigation of the Arbuckle-Simpson Aquifer in South-Central Oklahoma. He also performs interpretations and analysis of water level, geochemical, and geologic data. Joseph also participates in development, interpretation and analysis of modeling data.

Undergraduate Interns

Jefferson Clark

Oklahoma State & Education Employees Group Insurance Board
3545 NW 58th Street, Ste. 110
Oklahoma City, OK 73112
(405) 717-8808 (P)
(405) 717-8941 (F)

University of Oklahoma
Jefferson is pursuing a degree in Finance and Economics.

Executive Fellow Start Date
November 2006

Duties and Responsibilities
Jefferson works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, and inventory maintenance of equipment, server maintenance, and Help Desk general duties. Jefferson's other duties include programming and database design.

Jose Cuellar

Oklahoma State Treasurer's Office
2300 N. Lincoln, Room 217
Oklahoma City, OK 73112
(405) 522-6745 (P)
(405) 521-4993 (F)

Oklahoma City University
Jose is pursuing a degree in Finance and Economics.

Executive Fellow Start Date
February 2007

Duties and Responsibilities
Jose assists with monitoring investment processes to ensure adherence to establish internal controls and statute requirements. He also prepares, creates, and enters various data into spreadsheets using Excel.

Meagan Frank

District Attorneys Council
5916 NW 59th Street
Oklahoma City, OK 73122
(405) 417-8438 (P)

University of Central Oklahoma
Meagan is pursuing a degree in Psychology.

Undergraduate Internship Start Date
June 2006

Duties and Responsibilities
Meagan will sort, open, and distribute all division mail, answer all incoming calls, and prepare outgoing correspondence. She will also assist in preparation of organizing and preparing materials needed for Board Members, and use various computer programs to compile data, create forms, and prepare documents.

Blake Kerr

Oklahoma Insurance Department
2401 N.W. 23rd Street, Suite 28
Oklahoma City, OK 73107
(405) 522-0891 (P)
(405) 522-2640 (F)
blakekerr@insurance.state.ok.us

University of Central Oklahoma
Blake is pursuing a Bachelor's degree in Finance.

Undergraduate Internship Start Date
January 2006

Duties and Responsibilities
Blake's duties include reconciling security deposits of insurance companies that are held at the State Treasurer's office and documenting job procedures of the division. He also assists in processing, data entry and depositing of checks. Blake opens and sorts; filing for analysts, pulls the premium tax checks and enters them into systems to prepare deposits, enters filings into systems, and checks for incomplete filings.

Kathryne Ogrod

Oklahoma State & Education Employee Group Insurance Board
3545 N.W. 58th Street
Oklahoma City, OK 73112
(405) 717-8808 (P)
(405) 717-8941 (F)

Oklahoma City University
Kathryne is pursuing a Bachelor's degree in Business Management.

Undergraduate Internship Start Date
October 2006

Duties and Responsibilities
Kathryne works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. She also deals with printer maintenance, hardware installation, and inventory maintenance of equipment, server maintenance, and Help Desk general duties. Kathryne's other duties include programming and database design.

Lauren Skora

Department of Central Services
2401 N. Lincoln, Suite 212
Oklahoma City, OK 73105
(405) 522-2165 (P)

University of Central Oklahoma
Lauren is pursuing a Bachelor's degree in Economics/International Trade.

Undergraduate Internship Start Date
August 2006

Duties and Responsibilities
Lauren completes predetermined tests designed to evaluate the effectiveness of internal control procedures, enters data into spreadsheets, and assists in preparing and organizing working papers.

Kenneth West

Oklahoma State & Education Employee Group Insurance Board
3545 N.W. 58th Street
Oklahoma City, OK 73112
(405) 717-8808 (P)
(405) 717-8941 (F)

Oklahoma State University
Kenneth is pursuing a Bachelor's degree in Information Assurance and Forensics.

Undergraduate Internship Start Date
May 2007

Duties and Responsibilities
Kenneth works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, inventory maintenance of equipment, server maintenance, and Help Desk general duties. Kenneth's other duties include programming and database design.

Evan D. White

Oklahoma State & Education Employee Group Insurance Board
3545 N.W. 58th Street
Oklahoma City, OK 73112
(405) 717-8808 (P)
(405) 717-8941 (F)

University of Oklahoma
Evan is pursuing a Bachelor's degree in Social Studies/History.

Undergraduate Internship Start Date
August 2006

Duties and Responsibilities
Evan works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, inventory maintenance of equipment, server maintenance, and Help Desk general duties. Evan's other duties include programming and database design.

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