

Frank Fairbanks, CPA, CFP®

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Work Experience

ROBERTSON, GRIEGE & THOELE, Director of Financial Planning

January 2008 – Present

Direct the Sports & Entertainment Division for the Dallas office while coordinating financial decisions for clients with \$300M+ in assets under our management.

- Educate clients and their families about all aspects of their financial lives including cash management and budgeting, multi state tax planning, investments, estate planning, risk management and asset protection, real estate transactions, private travel, and charitable endeavors.
- Provide guidance and support for clients navigating major life events including marriage, children, 2nd careers, and retirement, and death of family members.
- Act as liaison between our clients and the other professionals in their lives including their contract agent, marketing representative, CPA, estate planning attorney, and insurance agent.
- Manage and mentor staff and senior level planners including involvement in the hiring process.
- Member of our internal Risk Management Policy Committee, developing a Firm methodology for managing client risk.
- Member of our internal Life/Health/Disability Policy Committee, developing a Firm methodology for managing client protection.
- Member of our internal Blog/Social Media Committee, providing guidance to our Firm on how to leverage various communication mediums.

ERNST & YOUNG, LLP, Senior Auditor

August 2005 – December 2007

Work on external audit engagements as senior of the audit team for mid-sized and SEC-regulated companies in a variety of industries including financial services, oil and gas, healthcare, retail, and industrial & chemical products.

- Assisted in the preparation of financial statements, footnotes, and audit reports and reviewed documents for SEC filings. Assisted in the design and formation of audit procedures.
- Assisted in the audits of Kerr McGee, Southwest Bancorp, First NBC Bank, Sonic, Tronox and OU Medical Center, of which 4 were SEC-regulated.
- Participated in the planning and execution of the testing of financial statement accounts at financial service clients.
- Planned, identified, and performed testing of controls of audit clients; presented findings and recommended actions to management. Performed and became familiar with Sarbanes Oxley internal control testing and procedures.
- Communicated and interacted on a daily basis with multiple levels of client management including executive personnel.
- Designed, delegated, and reviewed work performed by new staff auditors and interns. Trained and mentored new staff upon entry to firm. Assisted in recruitment of intern and staff candidates at several area universities.
- Primary point of contact for Oklahoma State University recruiting. Maintained contact with professors, identified potential recruits, recommended candidates, and represented the Firm at numerous meetings and fundraisers.

ERNST & YOUNG, LLP, Audit Intern

Summer 2004

Work on external audit engagements first as an intern of audit team for an SEC financial institution as well as a mid-sized manufacturing company.

- Performed and documented original walk-throughs of significant business processes.
- Participated in inventory observations, performing independent test counts and dealing with multiple levels of client personnel.
- Performed testing of controls of audit clients, communicating potential deficiencies in control design or operation to engagement executives. Performed and became familiar with Sarbanes Oxley internal control testing and procedures.
- Participated in training courses in general audit procedures and client interviewing skills.

Education

OKLAHOMA STATE UNIVERSITY

August 2000 – May 2005

- B.S. in Finance, graduated in May 2004. Cum Laude
- M.S. in Accounting, graduated May 2005.
- Involvement: Financial Management Association member; Beta Alpha Psi (accounting organization) executive team; National Society for Collegiate Scholars; Golden Key Honor Society; St. John Catholic Church

Skills and Accomplishments

- Certified Public Accountant, Certified Financial Planner
- Junxure CRM, Cabinet NG Safe, Money Guide Pro, Money Tree, Advent Axys, Quicken, Quickbooks, MS Office applications
- DFW Financial Planning Association, Oklahoma State Alumni Association (North Texas Golf Tournament Committee), St. Ann Catholic Church Parishioner/Volunteer