

## NAME

**SUMMARY:** Accomplished business professional with extensive experience in analytical, financial and operational management. Proven ability to develop and integrate processes and procedures that impact organizational and individual efficiency and productivity. Solid leadership, team and problem-solving skills with the ability to accommodate changing work priorities and management styles. Exemplary verbal and written communicator who demonstrates professionalism while strengthening employee morale and enhancing the company's brand. Results-driven, productive, and highly motivated team player able to adapt and thrive in a fast-paced environment.

## EDUCATION

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### SCHOOL

### LOCATION

Major: Economics

Minor: Business Administration

Graduated: May 2019

**Google Analytics Individual Qualification**

Obtained: May 2019

## EXPERIENCE

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### JOB NAME

### LOCATION

*Business Administration Intern*

June 2015 – Current

- Assistance with the fiscal operations of the visitors' bureau for the LOCATION.
  - Day-to-day responsibilities include: assistance in the financial oversight of a \$1.9 million budget, identification and cultivation relationships with potential partners, elected officials and donors, and maintenance of smooth internal operations
- An integral player in identifying creative and effective ways to attract domestic and international tourists and visitors to LOCATION in a fiscally responsible fashion. This includes fundraising, marketing and promotional activities.
  - Collaborate with residents, local government and business owners, and other organizations to ensure that advertising efforts and promotional messages accurately reflect the community and other stakeholders.
- Assistance in developing and implementing budgets and spending policies that allow for capital reserve contributions, continuous improvements and other cost-saving measures that either reduce expenses, identify incremental streams of revenue, or simply better leverage current activities.
  - Assess and evaluate ROI for all internal and external activities from ad buys, to payroll needs, to sponsorship opportunities.
- Assistance in bookkeeping, database maintenance and report generation necessary to provide a holistic view of the organization's financial health utilizing a variety of tools including QuickBooks, Microsoft Office and Simple View.
- Assistance for:
  - Audit preparation
  - Implementation of audit-result recommendations
  - Ensuring compliance with local, state and federal tax and legal regulations
- Proficient in contract negotiations, board relations, staff hiring, supervision and mediation, financial data oversight, credit card use oversight and management, report preparation and fiscal management. People management responsibilities include payroll and benefits assistance, team development activities and staff empowerment.

### JOB NAME

### LOCATION

*Consultant*

October 2018-current

- Assistance in bookkeeping, database maintenance and report generation necessary to provide a holistic view of the organization's financial health utilizing a variety of tools including QuickBooks and Sage Intacct.

## ACTIVITIES

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### GROUP NAME

LOCATION

*Member*

April 2017-current

- Member who helps to make decisions on philanthropy events, campus events, etc.
- Volunteer at soup kitchens, LOCATION, fundraising for autism awareness and organ donation

### GROUP NAME

LOCATION

*Member*

Summer 2014-current

- Environmental cleanup of litter
- Received grant for students who complete pre-college courses and contribute to environmental cleanup

## SKILLS

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Business Process Mapping

Gap Analysis

Project Management

QuickBooks

Statistical Analysis

Microsoft Office: Outlook, Word & Excel

Workflow Analysis

Jupyter Notebook

Sage Intacct