**PROFILE:**

Able to work independently; highly motivated; self-starter; goal oriented; excellent customer service skills; assumes responsibility and completes projects on a timely basis; possesses excellent presentation skills; interpersonal communication; technical aptitude; organizational skills and creativity.

**PROFESSIONAL EXPERIENCE:**

**Public Risk Management Association** *(PRIMA),* **Alexandria, VA 03/2014** ***-* Present**

*Director, Administrative & Member Services***–H/R/Payroll/Accounting/Membership *- (08/2020 - Present)***

* Financial oversight of day to day operations, including, but not limited too.
* Process payroll, benefits administration, and retirement plan oversight
* Help with yearly budget, but not limited to coding invoices, posting meeting agenda
* Provide support to the CEO and Board of Directors
* Staff Liaison for Committee; monthly meetings
* Process renewal membership notices
* Oversight with IT – in house support and vendor management
* Process Payments and invoice thru [Bill.com](http://www.bill.com) and Intacct accounting system
* Oversight Admin Higher Logic Community platform

*Director, Administrative Services***–H/R/Payroll/Accounting *- (03/2019 - 08/2020)***

*Office Manager***–H/R/Payroll/Accounting *- (03/2015 - 03/2019)***

 *Office Administrator***–H/R/Payroll *- (03/2014 - 03/2015)***

* Financial oversight of day to day operations, including, but not limited too.
* Process payroll, benefits administration, and retirement plan oversight
* Help with yearly budget, but not limited to coding invoices, posting meeting agenda
* Provide support to the CEO and Board of Directors
* Assist with the Annual Conference, and membership, as needed.
* Oversight with IT – in house support and vendor management
* Process Payments and invoice thru [Bill.com](http://www.bill.com) and Intacct accounting system

**Iron Ox Development Corporation** *(IOD),* **Fairfax, VA 12/2011 *-* 03/2014**

*Office Administrator***–Human Resources/Payroll – Accounting**

* Financial oversight of seven different companies including a law firm, a management company, a consulting firm, two retail companies, and two joint ventures that own commercial real estate
* Instrumental in starting up a second retail establishment
* Process payroll for five different companies on QuickBooks Pro and Enterprise
* Meet all State and Federal Laws
* Work with the President and COO to process financial matters for seven different companies
* Reconciliation of bank accounts for seven different companies
* Manage five commercial buildings; work with vendors; assist tenants with building related issues.
* Prepare monthly reports for all companies
* Process checks every week for all companies

**Commissioner of Accounts Fairfax Inc.** *(COA-FFX),* **Fairfax, VA****12/2008 *-* 12/2011**

*Auditor-***Accounting**

* Review and audit fiduciary accounts for Fairfax County; submit accounts to the Commissioner for approval
* Bank reconciliation bank accounts on fiduciary accounts
* Request additional documentation and amended accounts as needed from the fiduciary or attorney
* Draft exception letters and prepare fiduciary correspondence; assist in enforcement proceedings with the court
* Work closely with trustees’ and attorney’s offices daily to resolve accounting issues
* Assist in streamlining the daily operations of the foreclosure department
* Undertake other duties of the office as the Commissioner may direct

**Legum & Norman, Inc.** *(L&N)*, **Falls Church, VA 10/2006 *-* 12/2008**

*Investment Coordinator/Junior Accountant***-Accounting**

* Worked closely on financial matters with the Controller/Vice President, CFO & CEO/President.
* Reconciliation bank accounts for over 400+ properties
* Responded to all managers & Board of Directors requests (fax, phone, & email)
* Prepared investment reports & spreadsheet every month
* Opened/closed money market accounts and CDs at the request of the Board of Directors and management staff; research best rates
* Transferred funds between multiple banks as needed
* Prepared investment check(s) and completed journal entries
* Prepared Financial Reports on a monthly and quarterly basis for multiple associations

**EDUCATION:**

* Northern Virginia Community College-Annandale, VA

Associate in Arts Degree in Commerce (Accounting Major)

* Southern High School-Harwood, MD

High School Diploma

**ORGANIZATIONS MEMBERS:**

* American Society Association Executives (ASAE)
* Society for Human Resources Management (SHRM)
* Public Risk Management Association (PRIMA)

**SKILLS:**

* Real Estate, Property, Administrative & Accounting Management
* Telecommunications and Receipts Handling
* Microsoft Office 2010 (Word, Excel, PowerPoint, Outlook)
* H/R Law, Business Writing
* File Center Professional
* Over 10 years’ experience with Jenark (accounting database system)
* Over 4 years’ QuickBooks Pro and Enterprise
* ADP Payroll, Principal Investments 401k
* NetForum Pro, Higher Logic, Intacct, eShow and [Bill.com](bill.com)

**PROFESSIONAL REFERENCES:**

* **Elizabeth Poling**, Former Supervisor – (703) 963-6858
* **Kim Beckett**, Former Co-Worker – (703) 489-1899
* **Vicki Dempsey**, Former Co-Worker – (703) 945-0187