

Objective

A part or full time accounting position that focuses on financial operations, maintaining records, daily transactions and reporting cycles.

Skills

- Fluent in Quickbooks + QBOOnline
- Fluent Microsoft Office, Google Drive
- Adept at learning new applications
- Experienced in cross functional teams and projects
- Payroll management
- File Management (Digital & Paper)
- Budgeting, reconciliations, A/P & A/R
- Lean operational mindset for financial policies and process

Qualifications Summary

- Over 8 years experience in (GAAP) bookkeeping, accounting and operations systems for technology, real estate and investment funds.
- Managed staff up to 10 or worked remote independently.
- Improved financial operational efficiency saving over \$20K in annual external audit expense.
- Implemented cloud expense reporting systems with department policies that rolled up into QuickBooks Online. 100% expense policy compliance with timely submission, approval, and reimbursements. Executive, administrative and accounting staff enjoyed significant time savings.
- Contract management and renegotiation with outside vendors and suppliers decreased operational expenses by 15-20% annually.

Experience

ACCOUNTANT & INVESTMENT ADMINISTRATOR, CLOUDDIVA.COM; VANCOUVER, WA — 8/2015-CURRENT

Investment administrator, bookkeeper, tax preparer and back office organization for small businesses and multi-investor LLC's. Independent Contractor.

DIRECTOR OF OPERATIONS, NPGL.COM; VANCOUVER, WA — 12/2013-8/2015

Start up functional fitness sports league with eight teams from across country (co-ed) with NBC Sports Network television contract. Initial set up of financial operations and moved up in responsibility to manage corporate and event operations. Reported to CEO.

FINANCIAL OPERATIONS, WELLNESSFX; SAN FRANCISCO, CA — 9/2009-3/2012

Start up technology company utilized tele-doc and blood diagnostics to provide personalized health care. Initial set up of financial operations thru Series A. Concurrent with True Ventures. Reported to COO.

FUND ACCOUNTANT, TRUE VENTURES; PALO ALTO, CA — 4/2010-9/2011

Early stage venture capital fund. Reported to CFO. Grew in responsibility from Fund Accounting to supporting newly funded entrepreneurs establish financial systems.

STAFF ACCOUNTANT > FUND ACCOUNTANT, ALLOY VENTURES; PALO ALTO, CA — 9/2007-9/2009

Health Care and technology venture capital fund (\$1B). Reported to and supported Controller and CFO. Grew in responsibility from basic accounting tasks to complex financial data management and reporting.

OWNER, CLARITY MASSAGE & BODYWORK; SANTA CRUZ, CA 8/2003-9/2007

Private practice (office) with wellness service delivery (off-site) which provided therapeutic care on-site for clients as well as Silicon Valley companies and special events. All aspects of small business ownership from inception to successful sale of business.

STUDIO MANAGER & PRODUCTION COORDINATOR; RON CHAPPLE STUDIO - THINKSTOCK.COM; MAUI, HI & CHARLOTTE, NC; — 05/1998-01/2001

Commercial photography production studio and stock content website with international distribution channels. Contracts, image database management, production budgeting, casting. Acquired by Getty Images.

Education

UC Irvine (Extended Learning) - 2016 - Current, Management Certificate Program

UC Santa Cruz - 2007-2008 Accounting Certificate Program

Twin Lakes College - 2003 Holistic Health

Sierra College 1993 - 1995 Humanities

Personal Interests

Steeps Skiing, Crossfit, Stand Up Paddle Boarding, Mountain Biking, Scuba Diving, Baking Cupcakes, DIY Projects, Massage Therapy, Yoga, Wine Tasting.