

GINA ROSEMELLIA

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SKILLS & ABILITIES

- Proficient with Microsoft 365 programs, Google Platform, and Zoom.
- Skilled at creating system documentation, implementing new systems and training users.
- Experience coordinating project workflows across multiple teams.
- Clear, effective communicator with strong interpersonal skills.
- Able to learn new technologies and methodologies and implement them quickly.
- Highly motivated, organized, personable, and patient.

EXPERIENCE

Accounting Specialist, Cherry Hills Country Club (Denver, CO)

August 2021-Present

- Completed the implementation of Cedar Creek, our invoice management system, and continues to work as the point person between the developers and in-house staff to resolve system issues.
- Researches and resolves invoice discrepancies and issues on vendor statements.
- Manages weekly check preparation and completes the processing of a high volume of invoices.
- Processes and reconciles monthly vendor statements and credit applications.
- Manages the coding and processing of corporate credit card transactions and reconciles corporate credit card statements each month.
- Maintains vendor files and records, such as W9s and COIs, and completes 1099 filing.
- Assists with month-end close processes and annual audit procedures. Completes special projects for the Controller and CFO on a day to day basis as required.
- Communicates with department heads to facilitate the submission of monthly accruals.
- Creates and maintains documentation of all Accounting Department processes; provides training to colleagues on the Northstar and Cedar Creek accounting and reporting systems.

Language Assistant, BEDA Program (Madrid, Spain)

2016 – 2020

- Wrote and presented English language lessons to students in Pre-K through grade 6 in conjunction with the Jolly Phonics curriculum.
- Performed regular assessments of student progress in the four areas of language throughout the year, and administered the Cambridge English Exam.

Teacher, Global Community Charter School (New York, NY)

2015 – 2016

- Developed and wrote lessons for the English Language Arts curriculum aligned with the International Baccalaureate (IB) Primary Years Program (PYP) and New York Common Core State Standards.
- Differentiated instruction for English Language Learners and students with special needs by making data-informed decisions.

Freelance Copyeditor, Penguin Random House (Remote)

2013-2015

- Completed copyediting projects on time in accordance with the needs of the author and editorial team.

Assistant Managing Editor, Penguin Random House (New York, NY)

2011 – 2013

- Managed the production of titles across five imprints by creating and maintaining schedules using a content management system and Excel.
- Wrote tutorials and proprietary management system documentation, and trained groups of employees.
- Coordinated the development of a new content management system by acting as the point person between the publishing and web development teams.

Editorial Assistant, POETRY Magazine (Chicago, IL)

2009 – 2010

- Managed communication between authors, the editorial department, and the web team to meet publishing deadlines and finalize projects.

EDUCATION

COMILLAS UNIVERSITY – Madrid, Spain – 2020

Post-Graduate Certificate, Innovation in Teaching English as a Foreign Language

COMILLAS UNIVERSITY – Madrid, Spain – 2018

Post-Graduate Certificate, Teaching English to Speakers of Other Languages

MERCY COLLEGE – Dobbs Ferry, NY – 2015

Master of Science, Childhood Education, GPA: 3.9

UNIVERSITY AT BUFFALO – Amherst, NY – 2006

Bachelor of Arts, English, GPA: 3.7