

- Bookkeeping:: QuickBooks; AP/AR; Certified Payroll; and Union Reports
- Forecast Financial Reports for each fiscal year
- Maintained compliance with State and Federal contracts for all construction projects
- Property Manager for Owner's Investments

2006 TO 2008

Big Brothers Big Sisters

Fairbanks, Alaska

CUSTOMER RELATIONS SPECIALIST

- Represented organization through community outreach
- Handled all internal communications including newsletters and webpage updates
- Supervised recruited volunteers (Over 100 volunteers during two year period)
- Processed background checks on all volunteers and employees
- Organized all company events and community projects

2000 TO 2004

Alyeska Pipeline Service Company

Fairbanks, Alaska

COMMUNITY AFFAIRS COORDINATOR

- Managed the Fox Visitor Center and staff – Over 100,000 visitors per season
- Organized all volunteers for Company sponsored events for over 2500 employees
- Act as liaison between company and community leaders
- Manage all internal communications
- Assisted with contribution guidelines for non-profit organizations

LICENSES/CERTIFICATES

Home choice, Homeownership and Loan Certificate
 Excellent Customer Service & Quality Assurance Certificates
 Quickbooks Online Training Certification

TECHNICAL SKILLS

MacBook Pro
 MS Office Suite
 Quickbooks
 Manage Staff

VOLUNTEER EXPERIENCE

- Emergency Response Coordinator (ERC) at Alyeska Pipeline Service Company
- American Cancer Society – Relay for Life
- Big Brothers Big Sisters – Bowl for Kids Sake, Annual Clean up Day
- Muscular Dystrophy Association – Jerry Lewis' Annual Telethon

- United Way – Various Community Activities and Fundraising Events e.g. Day of Caring; Bakes Sales; United Way Auctions.

PROFESSIONAL REFERENCES

- Karen Smith - 910-270-6300
- Richard Collins - 623-221-1980 (Enclosed)
- Curtis Thomas – 970-394-0122 (Enclosed)
- Cyndi Nation – 907-378-8992