

Dedicated, efficient and enthusiastic team player proficient in the development, budgeting, and execution of strategic and tactical programs to meet company objectives and maximize profits. My strengths include strong organizational and communication skills which aid in establishing excellent client relations. I master product knowledge and the ability to learn quickly and adapt to change to ensure the highest level of customer satisfaction. My drive and compassion to succeed at new challenges makes me a vital asset. I am looking for an aggressive company in which I can apply my workplace acumen and advance while gaining knowledge of a new industry. Due to the covid pandemic I have been working with my business and as a temp in local offices. I am currently looking to return to the workforce with full time permanent employment.

PROFESSIONAL EXPERIENCE

SCOUT NON PROFIT MANAGEMENT

NOVEMBER 2011-PRESENT

Scout was created to assist non profits in closing or merging during the recession in Nevada from 2008-2012. As in creating a non profit the closing or merging of a non profit has many of the same osticales. I found myself closing much needed nonprofits in Nevada and was a part of this process for the following organizations.

National MS Society Nevada- Merged with National MS Society in Southern California and became the Southern California and Nevada chapter, knowing full well I was closing my tenure with them at the same. time.

Hemophilia Foundation of Nevada- Merged with the National Hemophilia Foundation

Nevada Community Health Charities merged with Utah Community Health Charities

Since the closing of non profits I have managed to streamline this business in a fundraising and management consulting company. I have worked with over 13 charities both nationally and locally to achieve their fundraising goals or to prepare for strategic planning, development or program plans, grant writing and reporting and general management as needed on interim bases.

PANTERA ENERGY COMPANY

Executive Administrative Assistant

NOVEMBER 2020- MAY 2021

As the main Administrative Assistant, I provided the following. Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf. Maintaining comprehensive and accurate corporate records, documents, and reports. Performing minor accounting and bookkeeping duties. Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary. Answering incoming phone calls in a polite and professional manner and accurately taking messages. Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department. Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters. Coordinating travel arrangements (both domestic and international) and creating trip itineraries. Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects.

Turning Point Professional Counseling Services

Administrative Manager

January 2019- May 2020

Administrative Manager of a regional behavioral health company, 4 locations, 12 practitioners. Responsible for billing, coding, collections for all therapists. Along with day to day office management such as appointment scheduling, accounts receivable and payable, payroll and all marketing activity. In my tenure we have opened a walk-in clinic, added 4 counselors in 2 locations along with increased collections, reduced bad debt and a change to all electronic systems for billing.

Owner Stone Post Grill and Bar

Operations Manager

September 2016-2019

Owner Operator of a small bar and grill in Western Kansas. All aspects of running the bar, cooking, cleaning, payroll, taxes, recordkeeping.

Director or Marketing and Foundation

North Central Kansas Technical

September 2015-2016

Managed all marketing and public relations for both Hays and Beloit campuses. Managed a 60,000 a year budget for marketing and worked to ensure the economic future of the colleges. Worked as administration and many committees in regard to campus safety and security, administrative hearings and all other administrative needs. Created 2 TV commercials and one publication for school marketing. Managed all

social media and changes to our website. Foundation management required newsletters and management of alumni activities. Created a giving platform for year-end giving, kept updated records for alumni and reached out to them for support of current students. Wrote and won many grants for equipment and one for continued education for under employed people within the NCK territory. The Career enhancement grant supports students living within the Dane G Hansen service area. This grant allowed community and business owners to nominate employees or motivated nontraditional students for a grant that allowed them to attend school with all expenses covered.

KBK Industries LLC

November 2014 to 2015

Transportation Manager

Managed transportation of all outgoing shipments. Currently supervising 12 employees and shipping for \$2.4 million in total saves monthly. Ensure customer goods move from production through the supply chain to the end user in a timely manner. Develop partnerships with outside carriers in shipping, pilot escorts and suppliers. Reviewed financial statements and managed budget. Manage performance of employees with emphasis on productivity, efficiency, and service delivery, Lead all distribution and transportation planning and strategic activities. Recruit, interview, select, train, motivate, coach, and mentor transport drivers

ElderCare Inc.

June 9, 2014-November-2014

Care Manager

Managing home services department of ElderCare Inc. Managed in home services such as Bathing, meal preparation, cleaning, financial management and other homemaker services to the senior community. We focus on community members aged 60 and older; our services allow approximately 250 clients to maintain a level of safety and dignity by remaining in their home as long as possible. I manage an office staff of 2.5 and in home services staff of 70-80 remote employees at any given time.

Rush County Highway Department

September 2013-June 2014

Office Manager

Managed day to day business of the county road office. This included payroll, all state and federal records, sales tax, mine reporting, federal roads reports, budget, and all office functions.

Make-A-Wish of Southern Nevada

January 2012 to June 2013

Director of Program Services: Managed all aspects of Mission Delivery, \$1.5 million budget, three direct reports and 2-5 interns at any given time. Medical, community outreach, volunteer management also fell under my supervision. Developed and implemented medical and programs plans, assisted with strategic planning and budgeting for all departments. obtained all in kind gifts for wish experiences. Worked closely with the development department to grow donations through program successes.

National Multiple Sclerosis Society- Las Vegas, NV

August 2006-January 2011

Development Manager for the State of Nevada.

Independently managed 9 walk MS and 2 bike MS events in their entirety. I cultivated relationships with donors, vendors, volunteers, participants, and clients. Appointed Office Manager February 2009 and was responsible for operating and revenue budgets, maintaining office, and management of all office contracts and vendors. . During my tenure I managed, all publications, ad creatives, and all correspondence for the office in Las Vegas, Generated \$1.9 Million in total revenue a 15% increase over a 5 year event period, Held expenses below national average from 11-14%, Increased event participation for the state by 11% in Southern Nevada and 15% in Northern Nevada, Increased volunteer participation overall by 55%, Managed all media relationships, interviews, press releases and follow up, All third party events, Donor relations, Strategic Planning, Communication, Fundraising and Operational Planning,

Education and Certification

Fort Hays State University-1998-2003, Hays Kansas.

Area of study: History, Emphasis: Ethnic Studies and the Middle East

Honors and Affiliations

2016 Leadership Hays, Golden Belt and Las Vegas

2010 Non Profit Healthcare Hero Award State of Nevada

***References available upon request**