

Laura DeGrace

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OBJECTIVE Intelligent, motivated, and conscientious worker with advanced computer skills is looking for a position in a university setting that can further her **career change** to non-profit accounting and administration.

COMPUTER & ADDITIONAL SKILLS **12 years of advanced computer and Internet skills (PC and Macintosh)**
Software: All Microsoft Office programs, AS400, Lotus SmartSuite, GroupWise, Peoplesoft, Word Perfect, QuickBooks, Adobe Acrobat, Dreamweaver, and Photoshop.
Additional Skills and Training: Knowledge of basic bookkeeping and accounting including general ledger, accounts receivable and accounts payable. HTML, CSS, some help desk and server maintenance experience.
Currently pursuing a post-baccalaureate certificate in accounting and business administration on nights and weekends.

EXPERIENCE **ADMINISTRATIVE COORDINATOR.** Portland State University, Portland, OR, 2006 to present.
Assistant to Executive Director of Student Health and Counseling Center (SHAC) and 4 Assistant Directors. Work includes working with high degree of confidential material.

Coordination and Leadership Skills:

- High degree of coordination and expectation management.
- Coordinate numerous university committees.
- Responsible for preparing employee contract renewals.
- Responsible for coordinating monthly payroll reporting to Human Resources, and troubleshooting payroll issues with Human Resources.
- Responsible for numerous jobs searches for healthcare facility.
- Use Banner system to access sensitive employee information.
- Have worked to further personal goal of creating transparent communication and procedure with often complicated Human Resource protocols for busy healthcare center employees.
- Maintain confidential personnel, medical, and search files.

ACCOUNTS PAYABLE CLERK. NorthWest Staffing, Portland, OR, 2006.
Temporary position in shipping firm while searching for permanent position. Duties included assisting Accounts Receivable and General Accounting staff with posting deposits, writing checks, and general accounting clerk duties. Pay high volume of freight bills in very busy accounting department.

Technical Knowledge & Skills

- Accounts payable, check preparation, matching, analysis, and voids.
- Post daily bank deposits.
- Reconcile monthly bank statements.
- Assist with paying company expenses

Oral and Written Communication

- Develop relationships with internal sales forces and outside vendors to reconcile freight bills.
- Create customized reports in excel as requested by accounting staff.

EXPERIENCE

(continued)

CAREER CHANGE

WEB DESIGNER. University of Southern Maine. Portland, ME, 2003-2006.
Maintained Web presence and designed individual department Web sites. Also provided project management, scheduling, and budgeting support. Researched new technologies and created Web policies and guidelines with Web Group interdepartmental committee.

WEB DESIGNER. Various. New York City. 1996-2003.
Worked in a variety of high profile settings including Fox News, and IBM creating and building award winning Web sites. Responsibilities also included project management, scheduling, and budget support. Acted as liaison and trainer to multi-disciplinary teams.

EXECUTIVE ASSISTANT. Planned Parenthood, Providence, RI, 1993-96.
Used organizational, technical, and communication skills to provide administrative support to three executive directors.

- Input donor information into fundraising database and created specialized reports.
- Recruited and supervised volunteers for weekly escort program and ongoing administrative and development projects.
- Organized and scheduled monthly Executive Board meetings, arranged lunches, typed minutes, and prepared information packets for board members.

EDUCATION

Portland State University

In progress: As part of my **career change**, I am currently pursuing a post baccalaureate certificate in accounting and business administration part-time nights and weekends.

GPA 3.8, member of Phi Kappa Phi.

School of Visual Arts

1992-1993: MFA Computer Art program.

Graduate studies in new media.

Rhode Island School of Design, Rhode Island College

1990: Graduated with BA in Liberal Arts, concentrating in studio arts.