

Laura DeGrace

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EDUCATION:

- Post-Baccalaureate Accounting Certificate**, Portland State University December 2010
- **PSU GPA 3.78**, eligible to sit for CPA December 2010
- B.A. in Studio Art**, Rhode Island College, Providence, RI.
- Graduated magna cum laude.

RELEVANT EXPERIENCE

- Administrative Assistant**, Portland State University, Portland, OR 12/06 to present
- Assist with budget preparation for health facility with \$10 million dollar budget and 100 employees.
 - Coordinate monthly payroll reporting to Human Resources, and troubleshoot payroll issues.
 - Prepare employee contracts and maintain personnel files.
 - Lead job searches for management, psychologists, social workers, and health care professionals.
 - Participate in weekly high level management meetings.
 - Skilled utilizing complex databases to access financial data and budget reports.

- Accounting Clerk (temporary)**, Northwest Staffing, Portland, OR 07/06 to 10/06
- Managed vendor accounts and insured timely payment of invoices.
 - Process daily customer payments and bank deposit.
 - Reconcile monthly bank statements.
 - Print checks for sales staff, and reports for accounting staff as needed.

ADDITIONAL EXPERIENCE

- Web Designer and Developer** 1997-2006
Fox News Online, IBM, University of Southern Maine, and other, NY, NY and Portland, ME.
- Interfaced with broad range of clients (i.e. Goldman Sachs, AIG, and Arthur Andersen) designing comps and layouts, developing web concepts, building sites, and producing Flash animations.
 - Provided project management, supervision, scheduling, and budget support.
 - Researched new design perspectives, industry trends, and new technologies.
 - Participated with team of designers redesigning the entire Fox News online site creating an enhanced and revitalized online presence for Fox News.
 - Worked with a multi-disciplinary team to develop and maintain the IBM Payment technical Web site.
 - Developed set of graphic standards, style guides, and training materials.

COMPUTER SKILLS

Programming: HTML, CSS, Javascript.

Software: Microsoft Word, Excel, Access, Dynamics Great Plains, AS400, SQL Ledger, QuickBooks.

COMMUNITY INVOLVEMENT

- Volunteer Tax preparer for the 2010 tax season for AARP/Cash Oregon.
- Volunteer bookkeeper for Tryon Community Farm.
- Member of Beta Alpha Psi and student member of the Oregon Society of CPAs.
- Weekly volunteer listserv moderator for the Community Non-Profit Resource Group (CNRG).