

Sacha Grey



Volunteer

Address	1515 Pacific Ave, Los Angeles, CA 90291, United States	Email	email@email.com
Place of birth	San Antonio	Nationality	American
Driving license	Full	Links	YouTube Channel , Instagram , Facebook

01 PROFILE

Detail-oriented individual with strong multi-tasking abilities and Bachelor's degree seeking a Volunteer Accountant opportunity to gain experience in financial practice while aiding a charity organization. Bringing honed skills in accounting, bookkeeping, and strong computing skills

02 EDUCATION

09/2016 – 02/2019

Columbus State University

Atlanta

Bachelor of Financial Management

GPA: 3.6

Majors: Financial Management & Financial Accounting

Minors: Business Management, Communications and Computer Science

Awards: Honors Program, Dean's list for three years

02/2016

Hawthorne High School

Boston

High School Diploma

GPA: 3.7

Captain of Athletics Team (State Champions in 2016, Runners Up in 2014)

Editor of Hawthorne School News Paper

03 VOLUNTEERING

07/2016 – 06/2016

Receptionist/Day Chair

Boston

Volunteered at Columbus State University as a Receptionist/Day Chair in the Donor Office for two months

- Answer phones, direct calls and take messages
- Meet and greet guests and accompany them to appointment boardrooms
- Answer questions about the agency and distribute application forms
- Print activity lists every morning and distribute to relevant parties and satellite
- Open emails and forward to correct individuals
- Enter donor information into the database.
- Proofread official correspondence before bulk emailing to clients

08/2016 – 01/2017

Office Administrator

Boston

Was part of a team of Volunteers at the communications office for the Boston County Healthcare Association. Instrumental in organizing the weekly Q&A session between management and members of the association and handled all email correspondence preceding and following these events.

- Answer phone inquiries, direct calls and take messages
- Schedule travel arrangements of senior management
- Post and receive mail, courier packages, and registered letters
- Taking minutes during daily meetings and distribute via email to participants
- Update and maintain databases and filing systems
- Run office errands when needed
- Assist in printing, photocopying, and binding of documents for presentations
- Prepare and organize meeting rooms
- Handle food and beverage orders and deliveries for company events

04/2016 – 04/2018

Cyber Facility Administrator

Boston

Volunteered at the Columbus State University's Cyber Center for 5 hours a week

- Oversee the cyber facility in the absence of the manager
- Answer phone calls and take messages
- Make bookings for school groups
- Assist users with internet usage
- Troubleshoot on networking issues
- Do general office work
- Open and lock-up of the center
- Register new users and create usernames and pass codes for them

04 SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

Sage Accounting

05 COURSES

04/2018

Certificate in HTML at Udemy Online

10/2017

Advanced Excel Course at ICT Computer College

08/2018 – 12/2018

Certificate in Advanced Microsoft Office at Udemy, Online

06 EMPLOYMENT HISTORY

02/2017 – 03/2018

McDonalds at Crew Member - Weekends

Boston

Take orders from customers

Operate cash register

07 HOBBIES

Horse Riding, Skiing, Running

08 EXTRA-CURRICULAR ACTIVITIES

09/2016 – 02/2019

Hockey Team in Columbus State University

Boston

09 LANGUAGES

English



German



10 SOFTWARE SKILLS

Computer Literacy

Microsoft Word, PowerPoint, Excel, VisualStudio, Adobe Photoshop, Dreamweaver MX,
Flash MX, Oracle