

Sacha Grey, Volunteer

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [YouTube Channel](#), [Instagram](#), [Facebook](#)

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*

EDUCATION

Sep 2016 – Feb 2019 **Columbus State University, Bachelor of Financial Management** Atlanta

GPA: 3.6
Majors: Financial Management & Financial Accounting
Minors: Business Management, Communications and Computer Science
Awards: Honors Program, Dean's list for three years

Feb 2016 **Hawthorne High School, High School Diploma** Boston

GPA: 3.7
Captain of Athletics Team (State Champions in 2016, Runners Up in 2014)
Editor of Hawthorne School News Paper

VOLUNTEERING

Jul 2016 – Jun 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

Aug 2016 – Jan 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

Apr 2016 – Apr 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

SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

Sage Accounting

COURSES

Apr 2018

Certificate in HTML, Udemy Online

Oct 2017

Advanced Excel Course, ICT Computer College

Aug 2018 – Dec 2018

Certificate in Advanced Microsoft Office, Udemy, Online

EMPLOYMENT HISTORY

Feb 2017 – Mar 2018

McDonalds, Crew Member - Weekends

Boston

Take orders from customers
Operate cash register

HOBBIES

Horse Riding, Skiing, Running

EXTRA-CURRICULAR ACTIVITIES

Sep 2016 – Feb 2019

Hockey Team, Columbus State University

Boston

LANGUAGES

English

Native speaker

German

Very good command

SOFTWARE SKILLS

Computer Literacy

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