

# SACHA GREY

## Volunteer

1515 Pacific Ave, Los Angeles, CA 90291, United States

[email@email.com](mailto:email@email.com)

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Place of birth ..... *San Antonio*      Nationality ..... *American*  
Driving license ..... *Full*

## 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*

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## EDUCATION

❖ **Columbus State University** ..... Sep 2016 – Feb 2019  
*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

❖ **Hawthorne High School** ..... Feb 2016  
*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

❖ **Receptionist/Day Chair** ..... Jul 2016 – Jun 2016  
*Volunteered at Columbus State University as a Receptionist/Day Chair in the Donor Office for two months* ..... Boston

- 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

❖ **Office Administrator** ..... Aug 2016 – Jan 2017  
*Was part of a team of Volunteers at the communications office for the Boston County Healthcare Association.* ..... Boston

*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

❖ **Cyber Facility Administrator** ..... Apr 2016 – Apr 2018  
 Volunteered at the Columbus State University's Cyber Center for 5 hours a week Boston

- 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

❖ **Certificate in HTML** ..... Apr 2018  
*Udemy Online*

❖ **Advanced Excel Course** ..... Oct 2017  
*ICT Computer College*

❖ **Certificate in Advanced Microsoft Office** ..... Aug 2018 – Dec 2018  
*Udemy, Online*

### EXPERIENCE

❖ **McDonalds, Crew Member - Weekends** ..... Feb 2017 – Mar 2018  
 Take orders from customers Boston  
 Operate cash register

### HOBBIES

*Horse Riding, Skiing, Running*

### EXTRA-CURRICULAR ACTIVITIES

❖ **Hockey Team** ..... Sep 2016 – Feb 2019  
*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