

SACHA GREY

VOLUNTEER

INFO

ADDRESS

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

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

NATIONALITY

American

LINKS

[YouTube Channel](#)

[Instragram](#)

[Facebook](#)

SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

Sage Accounting

HOBBIES

Horse Riding, Skiing,
Running

LANGUAGES

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

Columbus State University, Bachelor of Financial Management

Atlanta

Sep 2016 - Feb 2019

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, High School Diploma

Boston

Feb 2016

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

Boston

Jul 2016 - Jun 2016

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

Office Administrator

Boston

Aug 2016 - Jan 2017

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

English



German



- 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

Boston

Apr 2016 – Apr 2018

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

COURSES

Certificate in HTML, Udemy Online

Apr 2018

Advanced Excel Course, ICT Computer College

Oct 2017

Certificate in Advanced Microsoft Office, Udemy, Online

Aug 2018 – Dec 2018

EMPLOYMENT HISTORY

McDonalds, Crew Member - Weekends

Boston

Feb 2017 – Mar 2018

Take orders from customers
Operate cash register

EXTRA - CURRICULAR ACTIVITIES

Hockey Team, Columbus State University

Boston

Sep 2016 – Feb 2019

SOFTWARE SKILLS

Computer Literacy

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