



# Sacha Grey, Volunteer

LOS ANGELES, CA 90291, UNITED STATES · email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

## LINKS

[YouTube Channel](#)

[Instagram](#)

[Facebook](#)

## SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

Sage Accounting

## HOBBIES

Horse Riding, Skiing,  
Running

## 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

Sep 2016 – Feb 2019, 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, High School Diploma

Feb 2016, 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, 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

### Office Administrator

Aug 2016 – Jan 2017, 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

## LANGUAGES

English

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German

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## Cyber Facility Administrator

Apr 2016 – Apr 2018, 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

## 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

Feb 2017 – Mar 2018, Boston

Take orders from customers

Operate cash register

## EXTRA-CURRICULAR ACTIVITIES

### Hockey Team, Columbus State University

Sep 2016 – Feb 2019, Boston

## SOFTWARE SKILLS

## **Computer Literacy**

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