



Sacha Grey

Volunteer

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

PLACE OF BIRTH San Antonio

DRIVING LICENSE Full

EMAIL email@email.com

NATIONALITY American

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

Sep 2016 – Feb 2019

Atlanta

Columbus State University

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

Feb 2016

Boston

Hawthorne High School

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

Jul 2016 – Jun 2016

Boston

Receptionist/Day Chair

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

Aug 2016 – Jan 2017

Boston

- 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

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

Boston

Cyber Facility Administrator

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

Budgets

Deadline Driven

Collaboration Software

Sage Accounting

Word Press

Team Player

Energetic

Project Management

05 COURSES

Apr 2018

Certificate in HTML at Udemy Online

Oct 2017

Advanced Excel Course at ICT Computer College

Aug 2018 – Dec 2018

Certificate in Advanced Microsoft Office at Udemy, Online

06 EMPLOYMENT HISTORY

Feb 2017 – Mar 2018

McDonalds at Crew Member - Weekends

Boston

Take orders from customers

Operate cash register

07 HOBBIES

Horse Riding, Skiing, Running

08 EXTRA-CURRICULAR ACTIVITIES

Sep 2016 – Feb 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