

Sacha Grey

Volunteer



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

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

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
- 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

BOSTON

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

Skills

HTML

Budgets

Deadline Driven

Collaboration Software

Sage Accounting

Word Press

Team Player

Energetic

Project Management

Courses

Apr 2018

UDEMY ONLINE

Certificate in HTML

Oct 2017

[ICT COMPUTER COLLEGE](#)

Advanced Excel Course

Aug 2018 – Dec 2018

[UDEMY, ONLINE](#)

Certificate in Advanced Microsoft Office

Employment History

Feb 2017 – Mar 2018

[BOSTON](#)

McDonalds

Crew Member - Weekends

Take orders from customers

Operate cash register

Hobbies

Horse Riding, Skiing, Running

Extra-curricular activities

Sep 2016 – Feb 2019

[BOSTON](#)

Hockey Team

Columbus State University

Languages

English



German



Software Skills

Computer Literacy

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