



# Sacha Grey

Volunteer

## 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

### Bachelor of Financial Management, Columbus State University, Atlanta

September 2016 – February 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

### High School Diploma, Hawthorne High School, Boston

February 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

July 2016 – June 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

August 2016 – January 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.*

## Details

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

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

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

## Languages

English

German

- 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**

April 2016 – April 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**

April 2018

#### **Advanced Excel Course, ICT Computer College**

October 2017

#### **Certificate in Advanced Microsoft Office, Udemy, Online**

August 2018 – December 2018

### **Employment History**

#### **McDonalds at Crew Member - Weekends, Boston**

February 2017 – March 2018

Take orders from customers

Operate cash register

### **Extra-curricular activities**

#### **Hockey Team at Columbus State University, Boston**

September 2016 – February 2019

### **Software Skills**

#### **Computer Literacy**

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

