

# ERIN LANE

✉ eel85@yahoo.com ☎ (916) 955-8422  
18726 Chaparral Drive, Penn Valley, CA 95946

## SKILLS

- Excellent communication and customer service skills
- Effective in budgeting, accounts payable and receivable, payroll, human resources
- Strong problem-solving and analytical skills
- Skillful at coordinating several tasks simultaneously; project management
- Collaborative team member
- Proficient with QuickBooks, MS Word, Excel, PowerPoint and Adobe
- Charismatic and confident public speaker

## EDUCATION

### **BS, Business Administration**

*Emphasis in Entrepreneurship, Marketing and International Business*

**California State University, Sacramento**

May 2011

## ACCOMPLISHMENTS

- CFO, Board Member, Freedom Through Education
- Studied in Budapest, Hungary
- Studied in Santiago, Dominican Republic
- Sacramento Associate of Collegiate Entrepreneurs

## GET IN TOUCH

📘 [www.facebook.com/erin.lane.5876](https://www.facebook.com/erin.lane.5876)

🌐 [www.linkedin.com/in/erin-lane-51517017](https://www.linkedin.com/in/erin-lane-51517017)

🌐 [www.wix.com/erinlane85/erin-lane](https://www.wix.com/erinlane85/erin-lane)

## EXPERIENCE

### **Notary Public and Signing Agent Independent Contractor**

October 2019 – Present (3 years)

- Coordinate and confirm all appointment details in a timely manner.
- Print and review all documents for accuracy.
- Guide clients through all documents and show them where to find pertinent loan information.
- Ensure all documents are signed, initialed, and dated according to regulatory standards.
- Confirm clients' identities, administer oaths, and notarize according to state standards.
- Ensure all documents are completed accurately and returned in a secure and timely manner.
- Handle competing priorities effectively and within established time frames.
- Understanding of loan and real estate documentation (including title documents).
- Ability to manage a busy and fluid schedule.

### **Accounting Specialist**

#### **Pacific Crest Trail Association**

January 2019 – July 2019 (7 months)

- Ensure invoices, expense reports, and timesheets are coded appropriately.
- Process accounting transactions such as payroll, invoices, and expense reports in compliance with government and organizational policies, procedures and contracts.
- Prepare financial grant reports to federal agencies, ensuring grant compliance.
- Assist in month-end process including reconciling various bank and general ledger accounts and preparing journal entries.
- Maintain personnel files, create new hire packets, and assist with onboarding and training new employees.

## 2009-2019 (MOST RECENT LISTED FIRST)

**Accounting Specialist and Event Planner (8 months)** – Freedom Through Education  
**Treasury Program Officer (2 years, 6 months)** – CA Health Facilities Financing Authority  
**Director of Finance (3 years, 9 months)** – Bayside of South Sacramento  
**Vice President of Operations (1 year)** – Construction Industry Educational Foundation  
**Student Assistant (1 year)** – Department of Juvenile Justice  
**Communications & Marketing Intern (1 year)** – Siemens Mobility Systems