

Operations Administrator Operations Administrator Operations Administrator - APUS MEDIA, INC
Ashburn, VA Expertise in coordinating and leading administrative and operational functions for
senior-level staff and department directors. Work Experience Operations Administrator APUS
MEDIA, INC - Ashburn, VA February 2015 to Present Supervise and evaluate monthly and
quarterly organization's financial efficiency to ensure budget, commercial, and operational goals are
met within expected projections. Process daily accounts receivable (AR) and payable (AP) utilizing
QuickBooks software. Key Contributions:. Produce reports after processing AR and AP accounts
and organize company's services and liabilities information in an effective manner. Improved
financial management, sales processes, and marketing plans with proficient organizational methods.

Efficiently reconcile monthly activities, generate year-to-year reports, and observe tax
requirements. Schedule clients for video shoots, act as a liaison between client and DP.
Successfully engage potential clients, contacts and partners with inbound marketing strategies,
establishing strong networking relationships. Executive Assistant BROWN TECHNOLOGY GROUP
- Chantilly, VA April 2007 to February 2015 Served as a liaison between company and customers
or associates and as a point of contact concerning programs or activities. Held responsibility for
Human Resources efforts, including payroll processes, benefits management, federal, state
employment regulations, and company policies compliance. Managed client's payments and made
weekly statements to CEO. Key Contributions:. Solved issues related to contracts, payments,
and other specific concerns. Generated an organizational policy handbook for contractors and
personnel. Anticipated company's long-term outlook to provide satisfactory financial plans.
Developed professional relationships with several Information Technology staffing companies and
maintained an internal database of possible contractors and employees. Performed interviews via
telephone to evaluate candidates for job openings. Assisted in the process of identifying
opportunities, establishing plans and implementing strategies for proposals as well as organized
proposal review teams and financial and logistical meetings. Managed cash flow, annual and
program budgets; arranged fiscal documentation. Membership Retention Database Manager
NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION - Chantilly, VA April 2005 to April

2006 Oversaw organization's database progress, expansion and troubleshooting and executed planned data testing. Ensured consistency and safeguarding of all members' records and data analysis. Produced input reports for marketing purposes. Key Contribution:. Capably provided customer service to members and handled membership, dues, and activity records as well as answered membership questions. Significantly raised client retention rate 15% with successful communication strategies. Increased by double membership committee participation. Coordinated membership directory progression. Delivered statistical membership month-end summaries to Vice President and Board of Directors. Submitted account receivable and account payable monthly reports to National Association of Home Builders (NAHB) and Home Builders Association of Virginia (HBAV). Monitored members' accesses, permissions, and privileges to ensure database stability. Education Bachelor of Science in Business, Management, Marketing UNIVERSITY OF PHOENIX - Reston, VA January 2008 Skills Operations, Operations management, Quickbooks, Telephone, Quickbooks online Additional Information Skills Strong communication Excellent Interpersonal Skills Excellent Operations management Excellent Telephone etiquette Excellent Deadline-oriented Excellent QuickBooks Online Very Good

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