

Loetta N. Henry

9416 Elm Court, Manassas Park, VA 20111 • 609-218-2467 • Loetta.N.Henry@gmail.com

OBJECTIVE	Seeking operations control associate position utilizing my experience in office management, computer expertise, and bookkeeping.	
EDUCATION	Bachelor of Arts, American Studies The College of William and Mary, Williamsburg, VA	2009-2014
OFFICE MANAGEMENT	<ul style="list-style-type: none">Controlled confidential records such as employee files, contracts, and financial records.Prepared press releases and PowerPoint presentations for numerous projects.Assisted in organizing political fundraisers and events.	
COMPUTERIZED OFFICE APPLICATIONS	<ul style="list-style-type: none">Skilled in advanced editing, mail merge, and list management applications.Maintained social media outlets such as Twitter, Facebook, Tumblr and LinkedIn.Developed a contact database of over 10K volunteers through the voter activation network.Managed the nonprofit organizations website	
BOOKKEEPING	<ul style="list-style-type: none">Managed accounting of up to \$140K for a nonprofit organization.Utilized Excel and Lotus to prepare financial documents.Worked with auditors verifying all account records for two separate entities.Reconciled bank accounts utilizing Quick Books.Controlled 25K of cash on a daily basis.Processed more than 100 demand deposit account transactions such as transfers, opening & closing accounts on a daily basis.	
WORK EXPERIENCE	<ul style="list-style-type: none">Executive Assistant, REH AdvisorsIntern, Ready for HillaryTeller, SunTrust BankStudent Assistant, Center for Student DiversitySummer Intern, Fairfax Circuit CourtDenim Stylist, Levi's & Strauss Co.Call Center Agent, TD Bank	<ul style="list-style-type: none">June 2014-PresentMay 2014-June 2014Aug 2013-May 2014Sept. 2012-May 2013June 2012-Aug. 2012Nov. 2011- Aug. 2013June 2010-January 2011
LANGUAGE	<ul style="list-style-type: none">English: NativeFrench: Basic	
COLLEGIATE ACTIVITIES	<ul style="list-style-type: none">Ebony Expression Gospel Choir Treasurer, 2011-2013William and Mary Black Caucus, Secretary 2012-2013LiVE Health Awareness Organization, Public Relations Chair 2010-2011Kappa Pi Chapter of Alpha Phi Alpha Fraternity Inc. Miss Sphinx 2009-2010	