

# Ellen Ercolini

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**Technical Skills:** Quickbooks, Raisers Edge, TimeSlips, Mail Merge, Microsoft Office Suite, FileMaker Pro, eTapestry, MailChimp, Wordpress, Survey Monkey, Network for Good. I have exceptionally strong financial management and organizational skills, operations experience, time management and excellent communication.

**Language & Certifications:** Fluent in Spanish, native English speaker.

## Professional Experience

### **The Creative Giraffe, November 2010- current**

[International]

- Sole proprietor and founder of personal and career coaching company
- Create unique, custom workshops in partnerships with local organizations and non-profits
- Manage scheduling of all clients, who live in the US, Ireland, India, Mexico and England
- Responsible for all business development, marketing, administration and bookkeeping

### **Miller Law Group – January 2013- current**

[San Francisco, CA]

- Accounts payable processing
- Client records filing
- Financial systems organizational review

### **Utrecht Harding and Lenvin Law Firm, May –December 2012**

[San Francisco, CA]

#### **Office Manager, Contract Position**

- Created and implemented systems regarding invoicing, payroll & office management
- Created cash flow policies firm-wide
- Acted as technical support to all members of the firm

### **EcoViva, March 2009- March 2012**

[Oakland, CA]

#### **Operations Manager, Full Time**

- Primary bookkeeper for a \$500,000 international non-profit
- Oversaw all office administrative needs, including rental agreements, managing the computers and server technology
- In charge of all day to day needs of the office
- Maintained open and clear communication with the Board of Directors, Volunteers, Executive Director and Interns.
- Primary source of donor support, collected, processed all donations and documented them in the donor database
- Filed all tax forms on a monthly, quarterly and yearly basis
- Acted as human resources, administrated payroll and benefits to all employees

### **Amigos de las Américas, June – August 2008**

[San Pedro, Paraguay]

#### **Project Supervisor, Full Time**

- Supervised and mentored 13 American volunteers ages 16-18 working in rural Paraguayan communities
- Facilitated the successful construction of 40 brick stoves in 4 communities
- Acted as primary liaison between community members, volunteers' host families, PLAN International facilitators, Amigos international staff, and program volunteers
- Conducted overnight community visits weekly: participated in town meetings; wrote weekly assessments of each volunteer

### **Yosemite National Institutes, March 2006 – June 2008**

[Sausalito, CA]

#### **Development Associate, Full Time May 2007-June 2008**

- Worked closely with Development Communications Manager: designed and implemented clear systems for gift tracking, Raisers Edge data entry, and departmental communication
- Recorded 300+ donations, and all new constituent and foundation information in Raisers Edge
- Active participant in local non-profit community and donor cultivation. Designed customized thank-you notes and tax identification letters for each donor
- Primary support to Development Officers and Vice President of Development & Marketing: helped organize 10-donor cultivation events each year

- **Yosemite National Institutes**, March 2006-May 2007 [Sausalito, CA]
- **Assistant to the President & CEO and National Board of Directors, Full Time**
- Primary contact between President, organization, public: managed all scheduling and travel plans
- Human Resources Assistant & Finance File Clerk roles: managed 16-person office, created organized, upbeat environment
- Founded seven-person committee instrumental in creating positive community atmosphere: coordinated an event per month with an average of 80 participants
- Prepared all national board meetings at three national campuses' with 45+ attendees
- Implemented a policy of creating and e-mailing electronic Board information packets, saving over \$2,000 annually

## **Education**

**The Coaches Training Institute**, San Rafael, Core Curriculum completed November 2010, CPCC December 2011.

*In process of applying for ACC accreditation with the International Coaches Federation, application submitted December 23, 2012.*

**University of California, Santa Cruz**, Class of 2005 B.A. in Latin American and Latino Studies, Minor in Education