

Janice Okalani

Accounting/Office Management/Social Media

Las Vegas, NV

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425-205-9674

#readytowork

Authorized to work in the US for any employer

Work Experience

Social Media Manager/Director, Co-Owner

My Vegas Radio

March 2017 to Present

- * Operations manager/Director
- * Set up and manage Twitter, Facebook accounts
- * Research new music
- * Coordinate with DJ for approval of all new music for station
- * Posting all social media
- * Manage contests
- * Manage talent

Manager of worldwide funding submissions - Business Operations Desk at Microsoft-DX

Amplify Solutions - Redmond, WA

April 2016 to May 2017

Redmond, WA.

Manager of worldwide funding submissions - Business Operations Desk at Microsoft-DX

- * Outlook, CRM, Docusign, Apptracker, Appfolio, other internal Microsoft applications (see software)
- * Manage/coordination and training of team of 8 (keep everyone informed of Business Operations Desk process changes)
- * Coordinate/Qualify/Submit/Approve/Reject worldwide funding submissions of Azure Pass and Sponsored Accounts for App acquisitions from PBEs (Partner Business Evangelists)
- * PO submissions for worldwide PBEs
- * Track/Coordinate all approvals for submissions
- * Organization and routing of informational requests for worldwide business desk
- * Process DX Azure TPID (Top Performing IDs) requests-Apptracker
- * Verify Parenting for IDs for all TPID submissions
- * Process Azure and Sponsored Account submissions from Appfolio for PBE's in Azure Access (for check to be routed)
- * DXSUP triage-Outlook and Apptracker
- * Accounts Payable

External Funding Coordinator at Microsoft

Nytec - Redmond, WA

November 2015 to February 2016

- * Microsoft SharePoint, CRM, MyOrder, MSInvoice, CIM, DocuSign
- * Accounts Payable
- * Receive funding request from Microsoft Employees for external funding
- * Enter into SharePoint: investigate events, professors, budgets, etc.
- * Enter Award in CRM: enter project, award, budgets, etc.
- * Process onetime payment with DocuSign and ProHelp
- * Request purchase order in MyOrder: enter information, code, approvers, etc.
- * After PO Approval submit to ProHelp for invoicing
- * Follow progress in MSInvoice until approved and paid
- * Receive check and send to proper requestor with letter of granted funding (email letter if funds were wired)
- * Close out all Awards (Purchase Orders) in SharePoint, CRM, CIM
- * Processed Gratis Reimbursement requests by Microsoft employees
- * Trouble shoot both External Funding and Reimbursements
- * Communicate with internal Microsoft employees and external funding Requesters to facilitate the process from beginning to end

Help Desk Administrator/Accounts Payable/Accounts Receivable

Service Communications Inc - Redmond, WA

July 2015 to October 2015

- QuickBooks/Great Plains
- Resolved the collection of all past due, incorrectly billed outstanding receivables
- Gather completed work orders from technicians for accounts receivable
- Post payments
- Enter billing information on client web portal
- Research and obtain invoices for accounts payable (researched billings, returning them to current)
- Code invoices for job costing
- Organization of help desk paperwork
- Call technicians to obtain verification of work schedule

Reception, Accounts Payable, Accounts Receivable, Administrative

Cadman Inc - Redmond, WA

June 2013 to August 2013

- * ORACLE- JDE and Onbase
- * 13 line switchboard
- * Daily bank deposit for two separate departments
- * AP scanning and coding, 3-way invoice matching
- * Credit references
- * Kronos timecard entry for union based payroll with job costing
- * Organization and Spreadsheet management
- * Daily calendar management
- * Submit insurance certificate requests

Accounts Payable, Accounts Receivable, Reception

Accountemps/Nutraceutix - Redmond, WA

October 2012 to February 2013

Accounts Payable, Accounts Receivable, Reception

- * Great Plains, Internet Explorer, Excel, Word, Outlook
- * Manufacturing environment
- * Extensive departmental coding/ 3-way invoice matching
- * Weekly check runs
- * Collections
- * Purchase Orders/BOL's
- * Freight and inventory tracking
- * Invoice entry/Credits/Expense Reports/Credit Card Statements
- * Month end AP and AR closing
- * Daily invoicing/AR logs
- * Month end inventory
- * Reception duties
- * End of year organization and closing

Commission Processor

John L Scott - Bellevue, WA
September 2011 to October 2011

Accounts Payable, Accounts Receivable, Agent Files

- * Great Plains. Internet Explorer, Excel, Word, Outlook
- * Trust reports and entries for WA. and OR.
- * Deal reports and deal entries for WA. and OR.
- * Applying checks from title companies
- * Cash Receipts and posting into GL
- * Internet bank deposits
- * Entering and correcting information for deals in WA.
- * Processing and printing commission checks remotely to agents

Facilities/Office Management/Accounts Payable/Accounts Receivable/ Reception

WildTangent Inc - Redmond, WA
October 2010 to March 2011

- Great Plains, Excel, Word, Outlook, SharePoint, Internet Explorer
- Accounts Payable- entering invoices, generating reports, posting, financial transactions, entering wires
- Processing and printing checks every week
- Manage cleaning contractor, maintenance requests, any requests from employees
- Tracking and ordering all office supplies for an 80+ employee corporation
- Audited customer base for W-9 tracking/1099 processing
- Financial conversions (GBP, Canadian) for international invoices, wires and expense reports
- Process and enter intricate coding system for all invoices
- Process expense reports for entire company including international
- Credit card chargebacks for all customer purchase returns, fraud, etc.
- Access and process PayPal historical reports
- Accounts Receivable- assisting with collections, creating invoices, posting payments
- Administrative duties- letters, reports, schedules, travel, etc.
- Maintenance/creation of customer records
- Tracking Paid Time Off for entire company
- Major project of tracking stock purchases, imaging and creating files

- Manage, order and upgrade cell phone for all employees
- All reception duties including phones, answer door (secure building), distribute mail, etc.

Office-Facilities Manager/Administrative/Accounts Receivable/Accounts Payable/ Receptionist

TechPower IT Solutions Inc - Redmond, WA

February 2007 to March 2009

Redmond, WA

Office-Facilities Manager/Administrative/Accounts Receivable/Accounts Payable/ Receptionist

- Peachtree, Excel, Word, Outlook, Publisher, Internet, Shoretel
 - Invoicing/Purchasing/Reports/Spreadsheets- up to 500K daily invoicing; weekly, monthly and quarterly reporting for purchasing to manufacturers for rebates
 - Researching/Auditing-completed an audit of one year of IBM service reports to save contract with IBM; also an audit of one year total shipping costs and implement plan to keep track and control major customer billing problems
 - Collections- did business to business collections; up to 600K a month; prepared reports of progress
 - Accounts receivable- responsible for all collections of receivables, posted all payments and did a complete update on all customer accounts, updated all tax accounts, bank deposits
 - Accounts payable/payroll- to fill for supervisor
 - Administrative support to the owner- research for projects, travel, letters, etc.
 - Handling multiple tasks to support 6 departments
 - Reception- multiple line Shoretel system; greeted customers and vendors for seminars, took in repair orders, dealt with customer complaints
 - Marketing- created a marketing campaign for customer appreciation; created an ad for computer repair department
- In charge of smooth office operation for a 15 employee company- all supply needs, repairs and managed janitorial
 - Maintained and re-organized database and filing system

Administrative/Accounting Assistant/Receptionist

Tri-Nar Inc - Redmond, WA

August 2006 to February 2007

- * QuickBooks
- * Invoicing orders/Invoice tracking
- * Accounting research
- * Audit preparation
- * Accounts receivable/Accounts Payable

Homeschooled 2 children, had 3 home based small businesses.

Worked in customer service, management, health care field and sales/retail for many years before this dated resume.

Software:

Oracle (JDE and Onbase)

Great Plains

QuickBooks

Peachtree
DocuSign
Internet Explorer
SharePoint
Outlook
Excel
Word
Microsoft CRM (Customer Relationship Management)
MyOrder
MSInvoice
OneNote
Appfolio
Appticker
GetBif (project tracker)
DMP (TPID Parenting Tracker)

Education

Associate in Architectural Drafting

Lake Washington Technical College - Kirkland, WA

Skills

- Accounting
- Accounts Payable
- Accounts Receivable
- Billing
- Bookkeeping
- General Ledger
- Payroll
- Quickbooks
- Outlook
- Excel
- Budgeting
- Microsoft Excel
- Receptionist
- credit
- Great Plains
- Time Management
- Microsoft Office
- DocuSign
- Oracle
- Facilities Management
- Calendar Management
- Azure
- Microsoft SharePoint

- JD Edwards

Links

<https://www.linkedin.com/in/janice-okalani-a1b33b48>

Certifications and Licenses

Contact Tracer

May 2020 to Present

ASTHO and NCSD certification

Assessments

Logic & Critical Thinking — Highly Proficient

November 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/e9d81923e52280cd6bb32439b980053deed53dc074545cb7

Social Media — Proficient

November 2019

Creating content, communicating online, and building a brand's reputation.

Full results: https://share.indeedassessments.com/share_to_profile/2625599cdfdc216ffb11fab7f093d974eed53dc074545cb7

Real Estate — Proficient

November 2019

Matching listings with specifications.

Full results: https://share.indeedassessments.com/share_to_profile/06c0d08e4bac05b8f85b213bdbf3c26feed53dc074545cb7

Office Manager — Proficient

November 2019

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_to_profile/1f10345d1828931dadf8af8da1c3935beed53dc074545cb7

Search Engine Optimization — Completed

November 2019

Interpreting online website performance metrics and understanding search engine optimization tactics.

Full results: https://share.indeedassessments.com/share_to_profile/8628923782cb02431cfd47232c3f153aeed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

December 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/12fde581830bf3a93a49702e37512a07eed53dc074545cb7

Spreadsheets with Microsoft Excel — Proficient

January 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_to_profile/a74eb75b0a37ef551775f501413464c5eed53dc074545cb7

Project Management Skills: Budgeting — Proficient

January 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: https://share.indeedassessments.com/share_to_profile/31cd1b273c723113ebe161d6c9b4df36eed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/1313d0866ae511d0fabd0ed097bb7d17eed53dc074545cb7

Conscientiousness — Expert

January 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: https://share.indeedassessments.com/share_to_profile/4079b6dfc712a6fd4353bd9a4ef41b29eed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/898f4d0f3f77a67b19a5a227a4dcf261eed53dc074545cb7

Logic & Critical Thinking — Highly Proficient

January 2020

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/7868e8c2ef02a9d411469a9ad4b16a02eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/acd89b35197b0c1d7d94518b9e251a91eed53dc074545cb7

Principles of Accounting — Completed

January 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/d98ee1188fcc588fa51f9b56a4389689eed53dc074545cb7>

Attention to Detail — Highly Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/999f4e5e4338c7586f97adad1fcd77beed53dc074545cb7>

Working with MS Word Documents — Familiar

February 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: https://share.indeedassessments.com/share_to_profile/501d69283f6de40adf6142e7aad3a7b5eed53dc074545cb7

Logic & Critical Thinking — Highly Proficient

January 2020

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/0cc10818cef16b234f3fa30924e86e67eed53dc074545cb7

Cognitive Ability — Highly Proficient

May 2020

Combining pieces of information to form general rules or conclusions.

Full results: <https://share.indeedassessments.com/attempts/2f35106ab0e4e920d8e93727fcfd936eed53dc074545cb7>

Human Resources Skills: Compensation & Benefits — Familiar

May 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/cb3b22e929933c8e489f6feac9c0d5c9eed53dc074545cb7>

Human Resources Skills: Compensation & Benefits — Familiar

May 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/cb3b22e929933c8e489f6feac9c0d5c9eed53dc074545cb7>

Work Motivation — Completed

April 2020

Level of motivation and discipline applied toward work

Full results: <https://share.indeedassessments.com/attempts/4b9f3b16183a0d503ecc889eeeab039e>

Working with MS Word Documents — Familiar

February 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: <https://share.indeedassessments.com/attempts/35e26e517c63a260283b01ce8f6760dceed53dc074545cb7>

Working with MS Word Documents — Familiar

February 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: <https://share.indeedassessments.com/attempts/35e26e517c63a260283b01ce8f6760dceed53dc074545cb7>

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Full results: <https://share.indeedassessments.com/attempts/35e26e517c63a260283b01ce8f6760dceed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/63cb15d721bae51dba8757ffaee7d89eed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/63cb15d721bae51dba8757ffaee7d89eed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/63cb15d721bae51dba8757ffaee7d89eed53dc074545cb7>

Filing & Organization — Expert

May 2020

Arranging and managing information or materials using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/e3337c9a12d7fbe0afed3b0561e05cfdeed53dc074545cb7>

Search Engine Optimization — Completed

January 2020

Interpreting online website performance metrics and understanding search engine optimization tactics.

Full results: https://share.indeedassessments.com/share_to_profile/f57e38630cf2795bfc64a623c373e737eed53dc074545cb7

Administrative Support — Proficient

March 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/5757a9b77a21d8ec186019e72695eb00eed53dc074545cb7>

Accounting Skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/2aef578d75318f5e99eef060ed11e66eed53dc074545cb7>

Verbal Communication — Highly Proficient

April 2020

Speaking clearly, correctly, and concisely.

Full results: <https://share.indeedassessments.com/attempts/0fbe222bb9ef79741ce48c25c78259a4eed53dc074545cb7>

Social Media — Familiar

April 2020

Creating content, communicating online, and building a brand's reputation.

Full results: <https://share.indeedassessments.com/attempts/96872125dc70ee09348c0278692dce0feed53dc074545cb7>

Logic & Verbal Reasoning — Highly Proficient

May 2020

Understanding the meaning of text, and identifying the relationships among words or concepts.

Full results: <https://share.indeedassessments.com/attempts/8fee72834201bb0f8bae4551699cb350eed53dc074545cb7>

Written Communication — Proficient

May 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: <https://share.indeedassessments.com/attempts/184c4f3d6d747c864df922b06477bbdaeed53dc074545cb7>

Office Manager — Proficient

March 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/3b10da6996bc0f59a76ff3c92431894ceed53dc074545cb7>

Attention to Detail — Highly Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/999f4e5e4338c7586f97adad1fcd77beed53dc074545cb7>

Spreadsheets with Microsoft Excel — Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/1a7bdd9f4fbfc0316823f113532b88bceed53dc074545cb7>

Recruiting — Proficient

May 2020

Managing the candidate sourcing and selection process.

Full results: <https://share.indeedassessments.com/attempts/068b3614d351087ed094238b05cae21feed53dc074545cb7>

Proofreading — Familiar

March 2020

Proofreading written texts.

Full results: <https://share.indeedassessments.com/attempts/86c494aa9a4bc22e05ca43c60195290ceed53dc074545cb7>

Work Style: Conscientiousness — Familiar

January 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/1961950e9595abddfdf20fd037ecb430eed53dc074545cb7

Work Style: Reliability — Familiar

March 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/cdad6269df5b308be43ff4f6144bf995eed53dc074545cb7>

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