

Experience

National Audubon Society | New York, NY

Sep 2020-Present

Finance Associate

- Responsible for the integrity of financial data for 13 departments in NAS's Marketing and Network disciplines, including accounting code compliance, grant management, staff time allocation, and grant management
- Serve as a first reviewer for invoices and staff reimbursements for code compliance
- Enter and update departmental staff allocations regularly
- Act as intermediary between department heads and accounting
- Act as the designated resource for any coding and allocation questions for department heads and staff
- Prepare and submit monthly journal entries to reclass coding errors
- Update Director of Financial Planning and Analysis on any coding discrepancies that will affect forecasting

Mortar Arch + Dev | New York, NY

Oct 2015-Mar 2020

Office Manager

- Managed daily functioning of a rapidly growing architectural and real estate development firm, with responsibilities encompassing finances, office operations and staff support
- Maintained all office supplies and inventory
- Triaged all physical correspondence and project-related documentation to in-house staff, consultants and NYC departmental offices
- Managed Principal's and office group's calendars using Google Calendar
- Contracted and acted as liaison to all support services and vendors, including maintenance and IT
- Created and maintained comprehensive electronic and paper filing systems for all properties and office operations
- Coordinated and prioritized weekly bill pay with Principal of firm for all projects and properties using self-developed Excel database
- Coordinated with project managers to track budgets of eight development projects totaling over \$15 million in equity
- Researched and coordinated regular in-service presentations for continuing education requirements for NYS architectural license
- Assisted in preparation and review of DOB applications for filing with City of New York

HR/Benefits Coordinator

- Oversaw all onboarding and offboarding procedures, including E-Verify
- Acted as plan administrator for health insurance, managing enrollment and providing counsel to employees on benefit options
- Tracked time and leave for all employees; developed a secure system to track time and leave
- Researched and implemented a commuter benefits program; managed enrollment and eligibility for 10+ employees
- Coordinated employer's group health insurance enrollment and employees' individual enrollment in conjunction with broker and Principal
- Spearheaded the search for a new carrier and new plan offerings, reviewing all small group offerings with 4 total carriers; selected new plan offerings for 2019-2020 enrollment year

Investor Relations

- Acted as main contact for private equity investors
- Managed investor portal backend with CrowdStreet team

Property Manager

- Acted as main point of contact for all tenants residing in Mortar's four Brooklyn properties, totaling 30 units
- Coordinated all listings and move-ins with broker
- Coordinated all repairs, maintenance, and installations

Education

Columbia University Fu School of Engineering | New York, NY Aug 2020-Jan 2021

- Certificate in Full Stack Web Development

Duke University | Durham, NC Aug 2006-Jun 2007

- Major in Linguistics

Trinity School | New York, NY Sep 2002-Jun 2006

- School Prize for Achievement in the Study of French

Skills

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| • Proficient in Microsoft Office | • HTML, CSS/Bootstrap, JavaScript |
| • Proficient with GSuite | • jQuery |
| • Experienced with several HRIS systems | • Node.js |
| • Experienced with Quickbooks, Financial Edge, and Prophix | • Express.js |
| • Proficient in written and spoken French and Spanish | • MySQL and Sequelize |
| • Fluent in Gujarati | • MongoDB and Mongoose |
| • Notary Public with the State of New York | • React.js |

Personal Interests

- Member of Trinity Women's Alumnae Association
- Member of SoHarmoniums women's chorus
- Jeopardy Champion, June 30th, 2016 episode
- Sang with the Young People's Chorus of New York City from 2002-2006