

# Melissa Vance

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2817 Overington Street, Philadelphia, PA 19137

## WORK EXPERIENCE

### Self-Employed, Home Daycare

*Childcare Provider*, Philadelphia, PA, August 2003- Present

- Providing full-time care, including home therapy, to infants/children in my home
- Specializing in care for special needs toddlers

### Goldman Properties, Inc., Philadelphia, PA

*Bookkeeper/Accounts Manager/Office Manager*, October 2000- August 2003

- Responsible for all duties related to bookkeeping and Accounts Payable/Receivable.
- Prepared monthly Profit & Loss Statements, income and company bank statements.
- Filing of all quarterly and yearly taxes.
- Completed timekeeping, payroll disbursements, and ordering of all office and building maintenance supplies.

### Klehr, Harrison, Harvey, Branzburg & Ellers, Philadelphia, PA

*Accounts Payable Clerk/Time & Disbursements Coordinator*, October 1996- October 2000

- In charge of quality control of vendor billing.
- Corresponded with vendors and employees.
- Balanced weekly and monthly attorney hours reports.
- Researched and balanced disbursement journals.
- Created various accounting spreadsheets as needed by Controller or Managing Partner.

### EDS Corporation, Wayne, PA

*Loan Processor*, September 1993- October 1996

- Entered data of new/used auto loan applications.
- Obtained credit reports of applicants for credit analysis.
- Completed verbal and written correspondence with banks, auto dealers, clients and credit agencies.
- Responsible for quality assurance of approved loans.

## EDUCATION

Liberty University – Purs. AA in Education

Northeast Preparatory HS

## VOLUNTEER EXPERIENCE

Fundraising Chairperson for 8<sup>th</sup> Grade Graduating Classes

Fundraising Committee Person for Parish Events

Fundraising Coordinator for K-8 private school

- Development of fundraising strategies, solicitations, and appeals
- Event coordination, support, and attendance

Kindergarten Teacher's Aid

- Assistance in all classroom tasks related to curriculum and organization