

Melissa Vance

Department Assistant

Personal Info

Address
2817 Overington St.
Philadelphia, PA 19137

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267-577-9121

E-mail
melvance75@gmail.com

Skills

Organization and Problem Solving

expert

Communication

expert

Clerical Support

expert

MS Office

very good

Web-based Data Skills

expert

Reliable, and motivated self-employed business owner, with 7+ years of clerical and office management experience, eager to return to the corporate workforce. Operated a successful home business out of necessity, built on a lasting reputation of dependability, communication, and continuous development. Adaptable, and dedicated to growth, with a passion for organization and productivity.

Experience

2012-03 - 2018-12	Owner / Operator <i>At Home Childcare</i> Oversee and provide full-time care to children ages 6 weeks - 4 years - All aspects of financial management and marketing - Daily communication with parents/guardians - Specializing in care of special needs children with training in home therapy and safety - Providing a wide range of expertise in childcare needs
2000-10 - 2003-08	Bookkeeper / Office Manager <i>Goldman Properties</i> - Responsible for all duties related to Bookkeeping and Accounts Payable/Receivable - Preparation of monthly Profit & Loss, income, and company bank statements - Filing of all yearly and quarterly taxes - Completed timekeeping and payroll disbursements, tracked procurement of all building, maintenance and office supplies
1996-09 - 2000-10	Accounts Payable Clerk / Disbursements Coordinator <i>Klehr, Harrison, Harvey, Branzburg & Ellers</i> - Quality Control of vendor billing - Balanced weekly and monthly attorney hours reports - Researched and balanced disbursement journals - Creation of various accounting spreadsheets as needed by Controller or Managing Partner - Correspondence with vendors and employees
1993-09 - 1996-10	Loan Processor / Data Entry Clerk <i>EDS Corporation</i> - Data Entry of auto loan applications - Obtained credit reports of applicants for credit analysis - Verbal and written correspondence with banks, auto dealers, credit agencies, and loan applicants - Responsible for quality assurance of approved loans

Education

2010-01 - 2013-06	Liberty University Purs. AA - Early Childhood Education
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Northeast Preparatory HS

Volunteer Experience

Polish Goodness

Startup Assist
Assistance in financial aspects of startup company
Marketing assistance and consulting
Sale assistance and delivery of product

Pope John Paul Regional Catholic School

Fundraising Chairperson
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
Lunch monitor for Kindergarten class