

# Melissa Vance

Bookkeeping / Finance

## Personal Info

**Address**  
2817 Overington St.  
Philadelphia, PA 19137

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267-577-9121

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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	<b>Owner / Operator</b> <i>At Home Childcare</i> Oversee and provide full-time care to children ages 6 weeks - 4 years <ul style="list-style-type: none"><li>All aspects of financial management and marketing</li><li>Daily communication with parents/guardians</li><li>Specializing in care of special needs children with training in home therapy and safety</li><li>Providing a wide range of expertise in childcare needs</li></ul>
2000-10 - 2003-08	<b>Bookkeeper / Office Manager</b> <i>Goldman Properties</i> <ul style="list-style-type: none"><li>Responsible for all duties related to Bookkeeping and Accounts Payable/Receivable</li><li>Preparation of monthly Profit &amp; Loss, income, and company bank statements</li><li>Filing of all yearly and quarterly taxes</li><li>Completed timekeeping and payroll disbursements, tracked procurement of all building, maintenance and office supplies</li></ul>
1996-09 - 2000-10	<b>Accounts Payable Clerk / Disbursements Coordinator</b> <i>Klehr, Harrison, Harvey, Branzburg &amp; Ellers</i> <ul style="list-style-type: none"><li>Quality Control of vendor billing</li><li>Balanced weekly and monthly attorney hours reports</li><li>Researched and balanced disbursement journals</li><li>Creation of various accounting spreadsheets as needed by Controller or Managing Partner</li><li>Correspondence with vendors and employees</li></ul>
1993-09 - 1996-10	<b>Loan Processor / Data Entry Clerk</b> <i>EDS Corporation</i> <ul style="list-style-type: none"><li>Data Entry of auto loan applications</li><li>Obtained credit reports of applicants for credit analysis</li><li>Verbal and written correspondence with banks, auto dealers, credit agencies, and loan applicants</li><li>Responsible for quality assurance of approved loans</li></ul>

## Education

2010-01 - 2013-06	<b>Liberty University</b> 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