

Key Skills

- Court Experience
- Team Building
- Accounting
- Training
- Oracle, Microsoft Office, and Excel.
- Quickbooks
- Human Resources
- Payroll
- Conflict management
- Budget preparation

Experience

Branch Manager - September 2015- May 2016

H&R Block - South Lake Tahoe, CA

Responsible for hiring, training, and mentoring a team of eleven people. Also responsible for marketing campaigns and community outreach.

Child Support Manager - 2014

El Dorado County - South Lake Tahoe, CA

Hired for temporary project and responsible for day to day operations of the office. I appeared in court with the Family Law Attorney and assisted with court preparation and testified as needed.

Supervising Child Support Officer - October 1989-January 2013

Sacramento County - Sacramento, CA

Supervised a team of seventeen employees within the court unit and process servers' units. Chairperson of many interview panels and responsible for team meetings and safety meetings with staff. I prepared various reports for the Executive Management Team, such as Enforcement Measures Report, Paternity Index Reports and Medical Enforcement Reports.

Volunteer Experience

As a CASA I would testify in court for the children that I was representing. I would prepare reports detailing the children's progress toward family unification.

As a Soroptimist I was the Service Fund Treasurer and I prepared the profit and loss statements through QuickBooks and I presented this information at each meeting. I was responsible for paying all outstanding bills and keeping the bank accounts balanced.

I have been volunteering at the Food Closet of Carson Valley and the Girl Scouts of the Sierra Nevada for the past two years.

Education

Western Governors University, October 2019
Bachelor of Science, Business Management

Folsom Community College, January 1996
Associates Degree, Business
