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Twentynine Palms Chamber of Commerce
Executive Director
08/2016 – 10/2017

Published weekly introduction articles for Chamber eNewsletter and created and distributed press releases and marketing materials.
Organized and participated in all networking mixers, ribbon-cutting ceremonies, and community events, and events hosted by the Chamber of Commerce. Represented the Twentynine Palms Visitor Center and Chamber at Base (MCAGCC) outreach events including Welcome Aboard briefings, Family Readiness Officer meetings, Family Days, G-5 meetings, and more. Attended City Council and Planning Commission meetings to address any topics relating to local commerce and to represent local businesses located within the Project Phoenix development project area. Focused on increasing available education for local business owners by creating a monthly Professionals Night, and promoting other learning opportunities offered through local organizations including Coachella Valley Women's Business Center, Coachella Valley Economic Partnership, the Small Business Administration, and the County of San Bernardino, involving accounting for non-profits and small business, social media marketing, advertising, and more. Implemented an update of the Chamber's social media outreach **resulting in a 35% increase in followers** of the Chamber's Facebook and Instagram sites.
Orchestrated the 17th Annual Car Show & Street Fair and the 81st Annual Pioneer Days events presented by the Twentynine Palms Chamber of Commerce.
Aggressively promoted the features and information available at the Visitor Center & Art Gallery via social media **resulting in a 60% increase in visitors** to the Center.
Supervised a combined total staff of six.

Rosendin Electric – Solar
Commissioning Coordinator
Solar Construction Site Assistant
09/2013 – 02/2014

Second Assignment/AVSP-Solar Star I Project, Rosamond CA: Commissioning support, weekly production reports, and Array Access Permitting. Continued to provide direct support to the team members I transferred with from the Cascade Solar project. Frequent contact with project ownership due to the permit process and developed an excellent rapport with the staff I dealt with frequently.
First Assignment/Cascade Solar Project, Joshua Tree CA: General administrative duties, New Hire processing, Time keeping, Paymaster, lay-off and termination out-processing. Provided direct support to the Site Field Supervisor, assist General Foremen and Foremen with admin support and personnel issues. Frequent contact with Union representatives on a variety of issues and compliance. Produced an Hours Report for the project owner, SunEdison. Due to the remote location I had to use initiative and innovative thinking to get the job done and gained the respect of those I worked with.

The Pilot Group
Facilities Management & Supply Chain
06/2011 – 12/2012

Long-term contractor to employee: Administrative services, facilities maintenance oversight, parts ordering and shipping & receiving for an engineering design and manufacturing company specializing in one-of-a-kind machinery, parts, devices and prototypes.

OleOle, LLC
Independent Consultant/Accountant
02/2009 – 03/2011

Long-term contract: Full Charge Accounting services for multiple entities and currencies within a corporation providing ticketing and travel for international soccer leagues including championships and the FIFA World Cup. Maintained vendor contracts including a worldwide network of bloggers for the company's website and various venues and hotel chains.

Soliant Energy, Inc.
Office Manager & Full Charge Bookkeeper
02/2007 – 12/2008

As Administrative/Facilities Manager, I supervised all administrative and facility operations, services, vendors, utilities and ensured high quality standards. Full-charge accounting responsibilities included maintaining Fixed Assets, reconciliation of all asset accounts, 35+ individual productivity accounts and closing the books monthly. I processed new employees, provided relocation assistance and maintained records. Event planning for media and company events. Assisted an outside CPA in restructuring the corporation for VC and DOE funding. Implemented administrative policies. **Created an Emergency Preparedness Program**. Took the initiative to assist the EVP of Sales & Marketing by creating material, press releases, and organizing solar conference exhibits.

Core Media Group, Inc.
Customer Relations Manager
12/2005 – 02/2007

Coordinated all advertising. Maintained a networked spreadsheet of advertisers for publications. Sales Rep for "House" and Trade clients. Weekly A/R-A/P for advertisers. Used my knowledge of forensic accounting to reconcile erroneous accounts. **Created the position of Customer Relations** as a centralized go-between for readers and advertisers with editorial and sales departments. Created reports and in-house forms specific to the Advertising Department. **Supervised the Advertising Department and general operations while positions for C.O.O. and Sales Manager remained open.** Contributing columnist.

Shore Western Manufacturing
08/2004 – 10/2005

Independent contractor – Office Manager
Short-term contract: Maintained administrative operations during Office Manager's leave-of-absence.

O. Miller Associates
Office Manager
03/2002 – 08/2004

Provided administrative and travel support for sales staff, maintained office equipment and supplies. Responsible for compliance with Building Management requirements. Monitored short and long-term contracts for clients such as NASA/JPL, Boeing and Lockheed-Martin relating to aerospace and commercial aircraft projects for accuracy and ensuring all standards policies were met. Responsible for the analysis and preparation of reports and costing audits.

H&R Block – Pasadena District
Manager, Customer Service Center
12/1999 – 10/2001

Responsible for Center personnel hiring, termination, scheduling and training, assisting clients and complaints resolution. Oversaw 12 Districts covering 4 counties during the off-season and maintained direct communications with the District Managers to ensure quality. Upgraded the CSC's computer and network systems. **Increased the center's efficiency 300% by streamlining the Center's databases** and creating report formats that improved service and enhanced processes.

Haug International
Office Manager
02/1997 – 10/1999

Managed the daily operation of the corporate office. Full-charge bookkeeping. Participated in the investigation and preparation of research proposals, reports and presentations for clients (Farmer John, Sunkist, Volkswagen, the City of Los Angeles, etc.) Executive and Personal Secretary to the President. **Performed a Cost Analysis and revised vendor accounts reducing expenses 35%.** Created a Human Resources program for employees and interns.

Little Tikes Commercial Play Systems
Assistant to the Vice President
Sales & Marketing Division
03/1994 – 01/1997

Duties included business and personal correspondence, reports, product and marketing presentation preparation. Developed financial spreadsheets and sales tracking reports. Coordinated all division travel and trade show logistics and planned conferences. Balanced the needs of key clients (foremost among these was McDonald's Corporation) national sales staff and international representatives. **Created a centralized corporate travel program with a \$500,000 budget. Single-handedly planned and coordinated the divisions first National Sales Conference.**

MILITARY SERVICE

Decorated United States Army Veteran

United States Army - Signal Corps: 09/1987 – 09/1991 - Honorable Discharge
Security Administration/Processing: 587th Signal Company/360th Signal Brigade
Secured Communications, Command & Control Center, 52nd Signal Battalion/Special Operations Command-USAREUR
Microwave and Satellite Command & Control Communications-USAREUR: 587th Signal Company
Army Commendation Medal, Army Achievement Medal, Good Conduct Medal, Cold War Service Certificate
Top Secret/SBI Security Clearance for NBC Warfare

VOLUNTEER ACTIVITY

Member, Board of Directors, Reach Out Morongo Basin

MEMBERSHIPS

National Office Managers Association of America • American Institute of Professional Bookkeepers