

Laura Catherine Dickens
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OBJECTIVE

Seeking leadership position to expand on specializations in accounts receivables, grants administration, office management and market conference organization/presentation. Substantive experience in maintaining client relationships and retaining loyal patrons in a major accounting firm. Looking for new opportunities to build on strong communication, client service and organizational development skills and contribute to optimum fulfillment of client expectations.

EDUCATION

Liberty University, Lynchburg, VA Dec 2010 to Present; working on B.S. in Business Marketing Degree completed Fall 2016; Senior studies include advanced math, economics, statistics and business requirements, 3.2 GPA in major.

- Recognized for marketing leadership in leading promotion of Appomattox Courthouse Tourist Promotion project selected by the Virginia State Parks Agency
- Data and Statistics Leader in organization group for Nike business plan project
- Strong IT ability, 3.3 cumulative GPA in all math and computer courses

Northern Virginia Community College, Annandale, VA

A.S. in Business Administration, with specialization in information technology (IT) December 2010

- Mentored several classmates in math while maintaining full class load and working part time as restaurant server
- Team Leader in Village of Hope Lazarus Project teaching less privileged children in marketing of local craft products and sales in Haiti

EXPERIENCE

National Women in United States Military Memorial Staff Accountant , June 2016 – Present

- Manager of Billing Department
- Payables and Receiving
- Employee Pay and accounting systems

**Communities In Schools, Inc., Arlington, VA
Grants Manager Intern, June 2015- June 2016**

Responsibilities: Generate sub recipient agreements, managing monthly grant budget reports, create and approve sub recipient budget templates/financial reports, ensuring all grant documents are filed and accurate

- Assisted in reconciling year end vendor purchases
- Attend weekly development meetings and provide grant updates
- Prepare agreements and budget templates for affiliates to use for financial reporting
- In charge of financial correspondence between national office and affiliates during each grant period
- Process all sub-recipient pass-through payments in PN3
- Maintaining due dates for sub-recipient reporting
- Generate monthly budget reports in Great Plains to provide to VP of Finance Department
- Assisted with AT&T request for proposal and helped select awarded affiliates

**Halt, Buzas & Powell, LTD, Alexandria, VA
Billing Coordinator, July 2013- Present**

Responsibilities: Manage accounts receivables, provide daily time entry and billing reports to managers, assist with administrative tasks during tax season, maintain trusted relationships with over 2,000 clients

- Implemented more efficient collections process and collected over 40% of past due balances within six months
- High level of multitasking while assisting in another position during busy tax season
- Generated and distributed billing statements to multiple managers bi-monthly
- High proficiency maintaining client payments
- Worked closely with clients to resolve billing and account-related matters
- Assisted training a receptionist and temporary assistant while preparing for tax season
- Created various internal reports using CCH tax software (client financial analyses, client marketing analyses, employee billing and performance reports, payroll and timekeeping reports, departmental financial analyses, receivables aging reports and other ad hoc reports)
- Set up and maintained employee new hire, timekeeping and separation records
- Perform mentorship responsibilities for the administrative/receptionist positions
- Coordinate employee training meetings with company software representative to ensure company is utilizing all features

**Solar Planet, Georgetown, VA
Store Manager and Sales Representative, June 2009- July 2013**

Responsibilities: Led two store operations with staffs of over 15 personnel and annual sales of \$300K each. Recruited, trained and led employee staff, developed new markets, led sales campaigns and managed over 300 client accounts

- Set company records in sales; increased business 20 percent over prior year
- Opening new member accounts for over 120 clients in less than 10 months

- Led sales, training of new employees, inventory management and operations for two recreational salons with rotating staffs of 15 personnel
- Kept track of and entered monthly sales and employee bonuses into excel spreadsheets and used required formulas
- In charge of store employee work schedules each month
- One year of management experience, over four years of employee training and hiring experience
- Four years of Microsoft Excel experience and data entry
- Developing promotions and deals for store to increase sales

VOLUNTEER SERVICE

- Marine Corp Marathon
- Relay For Life
- Ronald McDonald House
- Spring For Alexandria event- The Carpenter's Shelter
- Village of Hope Lazarus Project in Haiti

REFERENCES

Upon Request