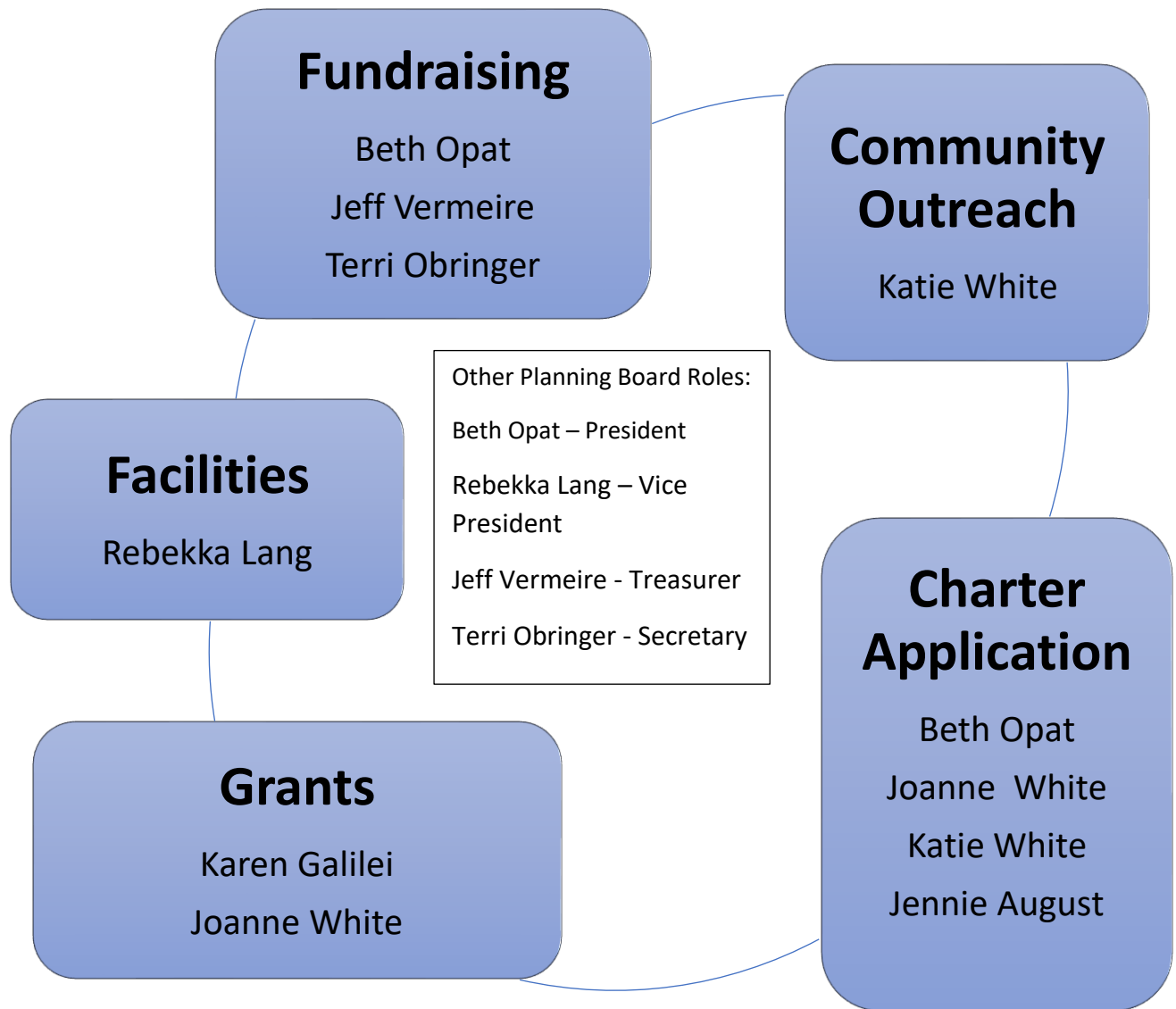


Dogwood Charter School Planning Board Members



The Planning Board of the Dogwood Charter School is responsible for writing grants and the school's charter application, and coordinating and overseeing all planning, curriculum guidelines and program design of the school during the preoperational phase. Planning Board members co-chair subcommittees. The team will work toward the recruitment of founding members and future Board of Trustee members.

The requirements for founding members are 1) attend at least one founding members meeting; 2) read synopsis of the philosophy; 3) be on one of the 4 committees; 4) help get Letters of Intent; and 5) attend at least 2 events.

The Planning Board will work closely with these groups and the school's accrediting organization, the Charlotte Mason Institute, to provide a singular, cohesive, and coordinating group during the planning and pre-operational phase of the Dogwood Charter School.

Dogwood Charter School

Planning Board Member Policy

Board Member Criteria

1. Understands and supports the school mission and vision
2. Willing to engage in on-going education of school philosophy and tenets
3. Willingness to commit time for board meetings, committee meetings, planning sessions and special events
4. Is thoughtful in considering issues and listens well
5. overall good team player

Board Roles and Responsibilities

1. Read *Charlotte Mason Reviewed* by Jenny King
2. Co-chair a subcommittee or take a specific role
3. Determine future board of Trustees
4. Attend Public Information Meetings as able
5. Promote school in community
6. Attend monthly planning board meetings
7. Use restorative practices during times of conflict
8. Follow established Planning Board Collaborative Norms

Interview

All applicants, those that apply for board membership and those recommended, shall be interviewed by the Board President. Interview may include other board members. Interview shall include review of applicant's list of qualifications, and if applicant meets established criteria.

Introductory Position

Prospective board members may be asked to serve as a committee chairperson prior to becoming a board member. This shall allow the person(s) to learn more about the Dogwood Charter School organization, and requirements of board members.

Planning Board Term

Board members shall serve until the Dogwood Charter School opens at which time a school board will be appointed. Members may end their term if they are no longer able to meet the criteria by submitting a resignation in writing. A board member may also be removed from the board by unanimous vote for reasons which may include but are not limited to conflict of interests that cannot be reconciled, the board member is no longer able to meet established criteria, is ineffective, is not interacting well with others, or is harmful to the organization.

Planning Board Norms

- Collaborate as a learner
- Contact president if going to miss a meeting
- Keep to scheduled time during meetings
- Use the “Parking Lot” during meetings
- Develop and maintain “creative thick skin”
- Use kind, respectful dialogue rather than debate
- Don’t shut down
- Build a “seedbed of ideas”
- Face brutal facts
- Once consensus is reached, support the position

Jennie Nichole August, ATR-BC, LPC

751 Shady Lane, Pittsburgh, PA 15228 412-420-0884 augustj@southhillscounseling.com

Education:

University of Colorado, Boulder, CO

August 2004 - May 2005

Dallas Baptist University, Dallas, TX

August 2005 - May 2006

University of Pittsburgh, Pittsburgh, PA

August 28, 2007 – April 26, 2009

- B.S. in Art History and Psychology, Magna Cum Laude
- Cumulative GPA: 3.697

Seton Hill University, Greensburg, PA

August 2011-August 2014

- Masters in Art Therapy with a Specialization in Counseling
- Autism Certification
- Culminating Project: Unlocking the Creative Energy: The Combination of Yoga and Art Therapy for Children with Neurodevelopmental Disorders
- Cumulative GPA: 3.98

Certifications:

Licensed Professional Counselor (LPC)

State of Pennsylvania – September 2017

Board Certified Registered Art Therapist (ATR-BC)

Art Therapy Credentials Board, INC – March 2017

Yoga Alliance Certified Yoga Teacher (CYT - 200)

Yoga Innovations - May 2013

Autism Certification

Seton Hill University – August 2014

Credentials:

Highmark, UBH/Optum, Aetna, UPMC, Cigna

Experience:

Outpatient Therapist

South Hills Counseling, Pittsburgh, PA

January 2019 - Present

Specializes in Art Therapy, Play therapy and Client-Centered Therapy along with Cognitive Behavioral Therapy, connection-based strategies, mindfulness training and psychodynamic techniques. Works primarily with children and adolescents, young adults, and families. Experiences with ASD, Anxiety, Depression, OCD, ADHD, Adjustment Disorders, ODD, behavioral issues, family transitional issues, trauma history, neurodevelopmental disorders, and social skills deficits.

Outpatient Therapist/Group Therapist

Southwestern Human Services, Pittsburgh, PA

August 2014 – December 2018

Specializes in Art Therapy, Play therapy and Client-Centered Therapy along with Cognitive Behavioral Therapy, mindfulness training and psychodynamic techniques. Works primarily with children and adolescents, young adults, and families. Group therapy experiences include social skills group therapy and yoga group therapy for ages 3 years to 18 years.

Mobile Therapist/Behavioral Specialist Consultant

Southwestern Human Services, Pittsburgh, PA

August 2014 - Present

Prepare assessments, recommendations & behavior health treatment plans for children & adolescents. Teach primary support systems effective behavioral interventions to help address and meet the needs of the client. Implement therapeutic techniques and behavioral strategies with client to help meet therapeutic goals.

Certified Yoga Teacher

Yoga Innovations, Southwestern Human Services

June 2013 – Present

Teaches power flow, prenatal, family, children's yoga and mommy and me yoga classes. Developed therapeutic yoga and art group therapy, and have organized and maintained the program since 2014.

Therapeutic Support Staff/Outpatient Group Therapy Co-Facilitator

Southwestern Human Services, Pittsburgh, PA

November 2011-November 2014

Implementing behavioral rehabilitation interventions for children with behavioral and/or neurological diagnoses. Working with children and families to conduct Early Intervention for children with Autism Spectrum Disorder such as conducting language and behavioral programming. Co-leading social skills groups for children up to 13 years old and facilitating play, art and music interventions in a group setting.

REBEKKA LANG

235 Carolina Drive, Bethel Park, PA 15102 · 412-722-6005
rebekkalang@kw.com

PROFESSIONAL PROFILE

Licensed Realtor® with 5+ years of residential sales experience and 15+ years of property management experience ♦ An expert in planning and implementing new customer prospecting campaigns ♦ Adept in contract drafting, negotiation, marketing research, and client analysis

EXPERIENCE

APRIL 2015-PRESENT

REALTOR®, KELLER WILLIAMS REALTY

- Successfully guides home buyers and sellers through sales and purchases of properties.
- Counsels customers on current market statistics for local residential properties.
- Generates lists of properties that were compatible with buyers' needs and financial resources.
- Maintains high referral rates and exceptional feedback from previous clients.
- Coordinates appointments with prospective buyers to showcase houses and plots.
- Creates and maintains a large client base by meeting needs and providing exceptional customer service.

DECEMBER 2005-PRESENT

PROPERTY MANAGER, LANG PROPERTIES LLC

- Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals.
- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- Contracts with tenants by negotiating leases and collecting security deposits.
- Accomplishes financial objectives by collecting rents, paying bills, scheduling expenditures, analyzing variances, and initiating corrective action.
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations

EDUCATION

1992

BACHELORS OF SCIENCE, BOSTON UNIVERSITY

ACTIVITIES

Member of National Association of Realtors (NAR) and Washington Greene Association of Realtors (WGAR)
Volunteer with Humane Animal Rescue (HAR) and Mothers of Pre-Schoolers (MoPS)

Beth Opat

Bethel Park, PA 15102
(412) 965-2731
bethopat@gmail.com

Professional Summary

Charismatic and dependable Teacher with 15 years of experience delivering educational assistance and instruction to various levels of learners. Committed to providing students with necessary tools to achieve academic goals, instilling love of learning and cooperative teamwork. Adept in application of excellent communication and problem solving skills.

Skills

- Group learning mechanics
- Special education
- Experiential learning
- Student centered learning
- Classroom management
- Student engagement
- Group and individual instruction
- Lesson Planning
- Student records management
- Differentiated instruction
- Curriculum Development

Work History

August 2013 - PRESENT

St. David's Christian Early Learning Center, Venetia, PA – *Assistant Director and Teacher*

- Supports teachers by mentoring on classroom management, lesson planning and activity organization.
- Works cooperatively with other teachers and staff.
- Encourages creative thinking and motivates students by addressing individual strengths
- Implements creative ways to foster curiosity for complex principles through hands-on-learning and planned activities.
- Communicates frequently with parents to provide feedback on student progress.
- Completes teacher and student observations.
- Meets with the Executive Director to work on curriculum planning and assessment methods.
- Attends and facilitates staff meetings.
- Incorporates exciting and engaging activities to reinforce student participation and hands-on learning.
- Promotes physical, mental and social development by implementing classroom games and outdoor recreational activities.

August 2007 - June 2013

City High Charter School, Pittsburgh, PA – *Special Education Teacher*

- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration..
- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Delivered effective and differentiated classroom instruction to a range of students.
- Redirected students using Positive Behavior Support (PBS).
- Modified general education curriculum for students with special needs using various instructional techniques and technologies.
- Attended monthly staff training sessions.
- Worked with students across multiple classifications and degrees of special needs.
- Partnered with standard education teachers from Mathematics, Science, English, and History departments.

Education

Bachelor of Arts: Elementary Education

Bachelor of Science: Special Education

Clarion University of Pennsylvania- Clarion, PA

Clarion University of Pennsylvania- Clarion, PA

Graduate Level Credits- Earned 31 graduate level credits from 2007-2020.

Reference

Available when requested

Katie Palmeri - Executive Director, St. David's CELC

Kim McGulick - Administration Assistant, Parkway West CTC

Alex Cesario - Director of Development and Communications, Breakthrough Ministries

Meghan Hillegas - Management Consultant University, Pittsburgh Small Business Development Center

Jeffrey Vermeire

Pronounced: VUHR-meyer

257 Sunrise Dr
Carnegie, PA 15106
(412) 206-9063
jdvermeire@gmail.com

Data Engineer

Professional Profile

Experienced data engineer with the proven skills to discover answers to the most difficult data questions. Ten years of advanced data and BI engineering in leading data visualization tools, data science environments and languages, and high performance database systems.

Experience

Proofpoint Security Awareness Training

Pittsburgh, Pa

Senior Intelligence Engineer

Apr. 2015 - present

- Lead re-architecture of data warehouse and ETL workflows including:
 - Optimized Qlik/Attunity Replicate from MySQL to PostgreSQL
 - Utilized Airflow with Jinja templating to orchestrate ETL process in PostgreSQL through parallelized pipelines for efficient incremental loads
 - Leveraged Airflow to initiate Qlik Sense task reloads
 - Transitioned from AWS Data Pipeline to Apache Airflow
 - Architected a blended Data Vault and Star Schema model to maximize both ETL and query efficiency
- Key member of team that developed an end user report scheduler
 - Designed database schema for service
 - Wrote AWS Lambda and Step Function to export tabular data from Qlik Sense
 - Advised and supported development team on all database and Qlik Sense matters
- Lead engineer and SME for migration from Logi Info to Qlik Sense for customer-facing reporting and analysis suite
 - Created framework for Qlik Sense development
 - Developed service that deployed Qlik Sense framework files to specific environment utilizing GitHub webhooks in Python
 - Authored primary data reload process that served as a starting point for other team members to learn and implement Qlik Sense data reloads

ServiceLink, A Black Knight Company

Moon, Pa

Senior Business Intelligence Developer

Feb. 2013 - Apr. 2015

Level Interactive / University Bound, Inc.

Pittsburgh, Pa

Director of Data and Analytics

Feb. 2012 - Feb. 2013

EDMC - Online Higher Education

Pittsburgh, Pa

Lead Data Analyst

Jul. 2011 - Feb. 2012

Sr. Marketing Reports Analyst

Feb. 2010 - Jul. 2011

Marketing Reports Analyst

Mar. 2009 - Feb. 2010

Marketing Analyst

Aug. 2008 - Mar. 2009

Skills

Programming

Python
R
SQL
Java
HTML/XML
CSS
JavaScript

ETL & Workflow

Airflow
AWS Data Pipeline
Qlik/Attunity Replicate
AWS Lambda
AWS Step Functions

SQL

PostgreSQL
Amazon Redshift
MySQL
MS SQL Server
SQLite
Oracle

BI/Visualization

Qlik Sense
QlikView
Tableau
Logi Info

Concepts

Normalization
Star Schema
Data Vault
Snowflake
Machine Learning
Predictive Analysis
Object-Oriented Design
User Centered Design

Joanne S. White, LSW
2324 Hidden Timber Dr.
Upper St. Clair, PA 15241
(H) 412-833-2734 C) 412-996-7587
joanneswhite83@gmail.com

QUALIFICATIONS

- Licensed social worker since 2004
- Experience in screening for and treating depression, especially postpartum
- Proficient knowledge of other psychiatric disorders such as bipolar, and borderline personality disorder
- Experience with suicide risk assessment and dialectical behavior therapy
- Knowledgeable in the area of family systems, couples' and parenting issues
- Empathic and non-judgmental, enabling clients to feel comfortable

EDUCATION

- 2001 Bachelor's in Social Work, University of Pittsburgh
- 2002 Master's in Social Work, University of Pittsburgh

RELEVANT EXPERIENCE

2003-2018 Director, Behavioral Health Dept., Healthy Start, Inc.

- Supervised a staff of community health workers and social work interns
- Visited program participants in their homes to assess mental health needs, make referrals, educate on medication and treatment, and conduct therapeutic counseling and crisis intervention.
- Consulted with home visiting staff on their case management decisions while maintaining confidentiality.
- Developed depression screening flowchart and a system for depression screening reminders.
- Abstracts accepted for oral and poster presentations at national and statewide conferences (Depression Screening Model for Men, Incorporating Dialectical Behavior Therapy Skills into a Home Visiting Program, The Co-location of Psychiatric Services within a Community-based MCH Agency).
- Helped conduct statewide trainings in the use of Dialectical Behavior Therapy skills with staff from the Western Psychiatric Institute and Clinic.
- Worked with CEO and other managers to formulate policies and procedures.
- Wrote grants for HRSA funding.
- Co-authored articles for journal publication.
- Worked on a learning collaborative using the Plan-Do-Study-Act model for two program improvement projects. One involved developing a decision-making tool to improve the rate of postpartum check-ups.

- Participated in two on-line presentations dedicated to the mental health of mothers and to educating doctors and other professionals on the subject of postpartum depression and its treatment. The presentations were called “Roadblocks to Treatment” and “The Pittsburgh Training Program for Perinatal Depression Screening” which were accessible on the MedEdPPD.org website, a professional education, peer-reviewed website developed with the support of the National Institute of Mental Health.,
- Applied for and won a \$5000 grant award from the American Psychiatric Foundation for “Advancing Minority Mental Health”.
- Planned and implemented art therapy classes for program participants.
- Partnered with a professor from Chatham University in a research project to determine the effects of parents’ play on the cortisol levels in their babies’ saliva.
- Interviewed potential employees and trained new hires.

2005 to 2018 -Adjunct Faculty, University of Pittsburgh, Field Supervisor for the School of Social Work

Instruct student interns in the knowledge, skills and values of the social work profession. Conduct weekly supervision with them. Write field learning plans and complete evaluations of students.

2003-2004 Mobile therapist, Southwestern Human Services

Visit children and their families on a weekly basis to conduct therapy with children who have a mental health diagnosis.

2001-2002 Intern, Washington City Mission

Counselor in the homeless women’s shelter. Managed a caseload of 10 dual-diagnosed women per week. Conducted individual weekly therapy and several group therapy sessions. Facilitated a bi-weekly group for budgeting. Attended several seminars during internship dealing with bereavement, abuse, schooling of homeless children, and personality disorders.

2000-2001 Intern and employee, Ward Youth and Family Services

Worked as a foster care counselor as an intern and then as an employee. Responsibilities included weekly visits to foster children to monitor children’s progress according to their Individual Service Plans, maintaining records, writing weekly progress notes and monthly reports, transporting children to doctor and dental visits and to CYF for family visits. Recruited new foster parents.

Publications:

Dorothy K. Y. Sit, M.D.; Cheryl Flint; Donald Svidergol, R.N., M.H.P.; Joanne White, L.S.W.;

Michelle Wimer, B.S.W.; Bettina Bish, B.S.W.; Katherine L. Wisner, M.D. - *An Emerging Best Practice Model for Perinatal Depression Care*: Psychiatric Services, ps.psychiatryonline.org, November 2009 Vol. 60 No. 11

Christine E. Ley a; Valire Carr Copeland b; Cheryl Squire Flint c; Joanne S. White c; Sandra Wexler d
- *Community-Based Perinatal Depression Services for African American Women:
The Healthy Start Model*

a Department of Behavioral and Community Health Sciences, Graduate School of Public Health,
University of Pittsburgh, Pittsburgh, Pennsylvania, USA

b School of Social Work and Department of Behavioral and Community Health Sciences, Graduate
School of Public Health, University of Pittsburgh, Pittsburgh, Pennsylvania, USA

c Healthy Start, Inc., Pittsburgh, Pennsylvania, USA

d Department of Social Work, Middle Tennessee State University, Murfreesboro, Tennessee, USA
Social Work in Public Health

Online Publication Date: 01 November 2009

References are available by request

Lannea Adamson, MSW

Cheryl Usko, Accountant

Deborah Robinson, MSW

Michelle Masri, MSW

Rev. Eric Rodes

CURRICULUM VITAE

Name	KATHERINE E WHITE MA CCC-SLP	
Birthplace	Pittsburgh, PA	
Citizenship	USA	
Business Address	UPMC Children's Hospital of Pittsburgh Department of Audiology and Communication Disorders 4401 Penn Avenue Pittsburgh, PA 15224	Telephone (W) 412-692-9976
Home Address	1681 Pinetree Dr Pittsburgh, PA 15241	Telephone (C) 412-897-5382
E-Mail Address	Katherine.white@chp.edu	

PROFESSIONAL SUMMARY

Katherine White is a Senior Speech-Language Pathologist at UPMC Children's Hospital in Pittsburgh, PA. She earned her master's in communication disorder from the University of Pittsburgh in 2009. Katherine began her career in geriatrics, but now specializes in pediatrics. Her clinical work has focused on dysphagia and voice disorders in both inpatient and outpatient settings and she is a member of many interdisciplinary teams including the Pediatric Voice, Resonance, and Swallowing center, Feeding and Swallowing Center, and the Aerodigestive Center. She frequently performs fiberoptic endoscopic swallow studies with her colleagues in ENT, modified barium swallow studies in radiology, clinical swallowing evaluations, vocal cord dysfunction evaluation, and voice disorder evaluations. Her specialty areas also include trach/vent populations and speaking valves as well as breastfeeding swallow evaluations. Katherine has published several peer reviewed articles on the subjects of dysphagia and voice disorders and has presented on a variety of topics nationwide.

EDUCATION and TRAINING

Year	Institution	Degree	Field
Undergraduate			
9/2002-4/2006	Geneva College Pittsburgh, PA 2006	BA BA	English Literature Music (Voice)
Post-Baccalaureate Studies			
9/2006-4/2007	University of Pittsburgh School of Health and Rehabilitation Sciences Pittsburgh, PA	NA	
Graduate			
9/2007-4/2009	University of Pittsburgh School of Health and Rehabilitation Sciences Pittsburgh, PA	MA 2009	Communication Science and Disorders
Post-Graduate Fellowship			
7/2009-7/2010	Veteran's Affair Hospital of Pittsburgh Pittsburgh, PA	CFY 2010	Communication Science and Disorders

LICENSURE AND CERTIFICATION

9/2010	ASHA National Certification	
9/2010	Pennsylvania Licensure	
9/2007-present	American Heart Association	Neonatal Resuscitation/Basic Life Support

APPOINTMENTS AND POSITIONS

Non-Academic

7/2009-7/2010	VA Hospital of Pittsburgh Pittsburgh, PA	Clinical Fellow Speech-Language Pathology ICUs, Step-down unit, Rehab, Outpatient
7/2010-2/2011	Healthsouth Rehabilitation Hospital Of Sewickley Sewickley, PA	Speech-Language Pathologist Rehabilitation, Outpatient
2/2011-2016	Healthsouth Rehabilitation Hospital Of Sewickley Sewickley, PA	Speech-Language Pathologist, Casual Rehabilitation, Outpatient
2/2011-present	UPMC Children's Hospital Pittsburgh, PA	Senior Speech-Language Pathologist NICU, PICU, Rehab, Clinic specialist, Outpatient

MEMBERSHIP IN PROFESSIONAL AND SCIENTIFIC SOCIETIES

2016-present	Peer leader, La Leche League International
2019-present	Member, Western PA Lactation Consultants Association

HONORS

5/06	Summa Cum Laude, Geneva College
5/06	Sigma Tau Delta, English Honor Society
4/09	Summa Cum Laude, University of Pittsburgh, School of Health and Rehabilitation Sciences

PUBLICATIONS

Refereed Articles

1. Shah J, **White K**, Dohar J. Vocal characteristics of congenital anterior glottic webs in children: A case report. *Int J Pediatr Otorhinolaryngol*. 2015 Jun;79(6):941-5. doi: 10.1016/j.ijporl.2015.04.008. Epub 2015 Apr 14. PMID: 25912682.
2. Dohar JE, Shaffer AD, **White KE**. Pediatric dysphonia: It's not about the nodules. *Int J Pediatr Otorhinolaryngol*. 2019 Oct;125:147-152. doi: 10.1016/j.ijporl.2019.06.031. Epub 2019 Jul 4. PMID: 31323352.
3. Balest AL, **White KE**, Shaffer AD, Mahoney AS, Georg M, Theiss R, Dohar J. Consideration of Cough Reflex Development When Ordering Modified Barium Swallow Studies in Infants. *Dysphagia*. 2020 Jun;35(3):533-541. doi: 10.1007/s00455-019-10062-5. Epub 2019 Sep 6. PMID: 31493070

RESEARCH

Co-investigator/Staff for Work-Related Projects

2015-2019 The effect of inhaled corticosteroids on vocal fold nodules in children: A pilot study.
PI Joseph E. Dohar; Study Coordinator: Beverly Richert. Approved by IRB 9/2015.

Podium Presentations, Abstract, and Poster Presentations

12/16 "Just Say No To Modified Barium Swallow Studies in Infants Under 2 Months"
Presented at the 43rd Society for Ear, Nose, and Throat Advances in Children (SENTAC) (abstract, podium, self).

5/17 "Quality Improvement with a Proposed Clinical Evidence-Based Pathway for the Evaluation of Swallowing in the First Eight Weeks of Life", Presented at the 32nd American Society of Pediatric Otolaryngology (ASPO) (abstract, podium, other).

11/17 "Natural History and Risk of Respiratory Infection in Aspiration without Cough in Infants < 51 PMA", Presented at the 45th Society for Ear, Nose, and Throat Advances in Children (SENTAC) (abstract, podium, other).

4/19 “Survey of barriers to breast milk feeding in children with cleft palate”, Presented at the annual meeting of the American Cleft Palate-Craniofacial Association (ACPA) (poster, other).

TEACHING

2012-present Clinical supervisor
University of Pittsburgh, School of Health and Rehabilitation Sciences

References available upon request

Arcangela Balest, MD – neonatologist, UPMC Children’s Hospital

Angela Starosta, LLL- Alliance Council Member, La Leche League International

Eric Rodes, M Div- Priest in charge, The Anglican Parish of Christ the Redeemer

Michael Evans- Owner, Anything Gutters and Roofing

Additional Information available upon request

Terri L. Obringer

67 Green Glen Drive . Pittsburgh, PA 15227 Cell 412.613.3428 Terridlg@gmail.com

Education

*June 2009 -
Present*

**Duquesne University,
Paralegal Institute**
Certificate in Business and Contract Law

Pittsburgh, PA

*August 2001 -
December 2005*

University of Pittsburgh
Bachelor's Degree in Legal Studies
Minor: Administration of Justice

Pittsburgh, PA

Work Experience

*10/2016-
Current*

Local Motion Fitness

Role: Front Desk/account maintenance

- Greeting Customers
- Setting up new account
- Researching account issues
- Monthly reconciliation

Role: Janitor

- Deep cleaning the studio twice monthly
- Keeping the workout equipment clean
- Cleaning bathrooms

*10/2015-
10/2017*

Ray Tile & Bath

Role: Bookkeeper

- Maintained Quickbooks
- Accounts payable
- Accounts receivable
- Bank Reconciliation
- Payroll

Role: Sales

- Attended trade shows
- Answered customer inquiries
- Follow up calls and emails with customers

*12/2007-
7/2010*

Vision Financial Group, Inc. (VFG Leasing and Finance)

Role: Asset Manager

- Remarketing rented lease equipment
- Negotiating end of lease terms
- Setting up purchases in Lease Plus
- Tracking returns
- Tracking maturing leases
- Billing residuals purchases and 3rd party purchases
- Termination of UCCs
- Termination of leases in our Lease Plus software
- Sending out Bill of Sales

Role: Customer Service

- Generating monthly Invoicing, checking for accuracy and distribution
- Notifying customers for delinquent payments
- Sending out default letters
- Answering questions regarding the account history
- Taking Credit Card payments over the phone

- Payoff requests

5/2009-
7/2010

Role: Contract Administrators

- Assisted in launching VFG from a direct to vendor focused business
- Generate lease documentation in LSM (Lease Sales Manager)
- Following up with customers and vendors
- Prepare Purchase Orders
- Prepare and File UCCs using ilien online
- coordinate
- Organize bank funding
- Reviewing lease documents for accuracy
- quick

12/2007-
6/2009

Role: Staff Accountant

- Accounts Payable
- Account Reconciliation
- Assist with Accounts Receivable
- Organizing and maintaining accounts payable filing
- Audit and credit Requests
- Assisting auditors in year end reports
- Preparing and Cutting checks

08/07/2006-
12/21/2007

Computer Enterprises, Inc.

Pittsburgh, PA

Role: Legal Assistant

- Prepare New H1 Visas, H1 Transfers, and H1 Extensions for foreign consultants
- Draft contracts for consultant placement
- Track Visa status
- Advertising
- Complete Green Card paperwork
- Employee Agreements
- Organize consultant, client and employee files

3/13/2006-
12/01/2006

Inzura Settlement Services

Pittsburgh, PA

Role: Accounting Clerk

- Generated billing for clients
- Researched problems regarding client accounts
- Approved wire transfers from banks/Stop payment on live checks
- Handled reissues - voiding/re-issuing checks/wires & researching short payoffs

5/01/2006-
12/01/2006

Role: Client Services

- Took client calls
- Answered client questions or concerns
- Replied to client emails
- Contacted clients for missing paperwork needed to close loans

5/30/2006-
12/01/2006

Role: Client Advocates

- Answered multi-line phone system
- Entered orders into the Vision System
- Set up new Vendors, Appraisers and Closing Agents
- Edited Vendor information

Relevant Skills and Competencies

- Time Management
- Exceptional organizational skills
- Excellent communication skills

- Microsoft Word, Excel and Access
- Typing- 55 wpm
- LeasePlus
- LSM
- Great Plains
- Saleslogix
- Crystal Reports