

# Lisa Shaw

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8 William Paca Ct ▪ Glenmont, NY 12077 ▪ 518.744.4181 ▪ 5lisashaw@gmail.com

## CAREER PROFILE

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High level of communication skills both written and verbal, learn new software quickly and share knowledge ▪ Dedicated, loyal & respected team player ▪ Extremely organized and excellent at multi-tasking ▪ Proficiency in Word, Excel, Outlook and QuickBooks

## WORK HISTORY

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|--------------------|--|----------------------|
| 03/2016 to present | <b>Bookkeeper</b>  | ADG Inc              |
|                    | <ul style="list-style-type: none"><li>• Accounts Payable, cash recs, audit management</li><li>• Member satisfaction, vendor relations, data management</li></ul>   |                      |
| 11/2015 to 01/2016 | <b>Seasonal Sales</b>  | Hickory Farms        |
|                    | <ul style="list-style-type: none"><li>• Accurately record sales and gather information at POS, offer upsale items and maintain a high average sales value</li><li>• Resolve customer needs and complaints while maintaining the company 100% satisfaction guarantee program, continue a history of excellence</li><li>• Accurately record daily sales closing, cash reconciliation and secure store at the end of shift, restock merchandise, put up and promote weekly sales events</li></ul> |                      |
| 09/2001 to 05/2002 | <b>Interim Assistant Finance</b>   | Adirondack Museum    |
|                    | <ul style="list-style-type: none"><li>• Accounts Receivable and Payables, Cash Flow and Reconciliations</li><li>• Met with outside auditing firm for financial review</li></ul>  |                      |
| 09/1997 to 9/2015  | <b>Owner</b>   | Professional Persons |
|                    | <ul style="list-style-type: none"><li>• Assisted small businesses with part time and temporary accounting needs</li><li>• Clients ranged from large multi national business to small one person operations</li><li>• Skills required varied from payroll or sales tax returns to cash reconciliations and audit assistance</li></ul>   |                      |

## EDUCATION

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Business Management AS, Adirondack Community College

## VOLUNTEER EXPERIENCE

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2007 to 2013 **Treasurer/Secretary**, The Preserve at Gore Mountain HOA. Inc.  
1999 to 2009 **Adult Volunteer**, Girls Scouts of North Eastern NY  
2003 to 2006 **President/Treasurer**, Cheerful Crickets Nursery School