

## COURT APPOINTED SPECIAL ADVOCATE

### Summary

Financial professional who is a self-starter and capable of effectively functioning with minimum supervision. Known for taking initiative and skilled at meeting challenges and deadlines. A team player who is attentive to detail and produces quality results. Computer proficient. Areas of expertise include:

- Analysis
- Accounts Payable/Payroll
- Microsoft Office
- Written and Verbal Communications
- Detail Oriented
- Multi Tasking
- Organization/Prioritizing
- Data Entry

### Highlights

- Strategic and financial planning expert
- Process implementation
- Staff leadership and development
- Strength in financial planning
- Account reconciliations
- Customer relations
- Word
- PowerPoint
- Access
- Excel
- Microsoft Office
- Facebook
- Twitter

### Accomplishments

Provided suggestions and helped to develop a formal plan for the reconstruction of a local Bloomington restaurant.

### Experience

Company Name January 2015 to Current Court Appointed Special Advocate

City , State

- Reviewed documents and records, interviewed the children, family members and professionals in their lives.
- Provided written reports at court hearings.
- Advocated for the child's best interests and provided testimony when necessary.
- Helped the child understand the court proceedings.
- Ensured that the children and their family are receiving appropriate services and advocated for those that are not immediately available.
- Bring concerns about the child's health, education, mental health, etc. to the appropriate professionals.
- Monitored case plans and court orders, Checked to see that plans are being followed and mandated review hearings are being held.
- Updated the court on developments with agencies and family members. Ensured that appropriate motions are filed on behalf of the child so the court knows about any changes in the child's situation.

Company Name May 2014 to August 2014 Cashier

City , State

- Computed and recorded totals of transactions.
- Issued receipts, refunds, credits, or change due to customers.
- Resolved customer complaints.
- Calculated total payments received during a time period, and reconciled this with total sales.
- Answered customers' questions, and provided information on procedures or policies.
- Compiled and maintained non-monetary reports and records.
- Kept periodic balance sheets of amounts and numbers of transactions.

Company Name January 2010 to May 2012 Event Planner

City , State

- Collaborated with diverse faculties and students to prepare annually parties, and organize holiday travel, and athletic game.
- Created executive analysis reports highlighting business issues, potential risks and profit opportunities.
- Assigned diverse talented team member different missions and gave feedback on work process to the manager.
- Negotiated and reviewed business contracts and financial models with profitability and financial success in mind.

Company Name August 2008 to October 2009 Manager Assistant

City , State

- Facilitated and planned all conferences, meetings and presentations for the manager.
- Assigned team members to different projects to improve the quality of public areas.
- Communicated with local residents on mission of the committee and provided these comments to the manager in order to improve neighborhood strategy.
- Designed questionnaire to collect feedback from our clients and developed a plan to solve the issue.
- Tracked progress of committee members and reported to the manager.
- Attended weekly trainings provided by the committee.
- Researched market trends and surveys and used information to stimulate business and revenue growth.

#### Education

Indiana University Bloomington May 2016 Bachelor of Science : Public Financial Management; Mathematics City , State , U.S GPA: GPA: 3.28/4.00

International Business and Economics coursework

#### Work History

Company Name January 2015 to Current Court Appointed Special Advocate

City , State

Company Name May 2014 to August 2014 Cashier

City , State

Company Name January 2010 to May 2012 Event Planner

City , State

Company Name August 2008 to October 2009 Manager Assistant

City , State

Interests

Experienced Decorator, 8 years painting learning experiences

Information Technology

Reading

Music

Movie

Swimming

Yoga

Languages

Fluent in English and Chinese.

Skills

Chinese, Conferences, Clients, English, Meetings, Access, Excel, Microsoft Office, PowerPoint, Word, Business Presentations, Progress, Quality, Strategy