

**Education****B.S.W. Social Work, 1984**

George Mason University

**Present  
Position****Director of Administration, edCount, LLC***2010 – present*

Manage the daily operations of the office and has primary responsibility for financial planning, budgets and controls, strategic planning, time entry and billing, efficient use of space, staffing matters, and other matters central to the efficient administration of the office. Administer company policies and programs. Direct responsibility for all key office functions: accounting, human resources, office services, facilities management, office systems and technology and risk management. Evaluate, recommend, and implement company staffing and organizational plans. Provide employee counseling. Conduct human resources orientation programs and exit interviews. Interface with lawyers and other departments on company projects and initiatives. Oversee Woman Owned Business Certification program with certifications in over 10 states. Oversee business registrations in over 20 states. Coordinate legal matters. Provide support on promotional materials, proposals and requests for information.

**Professional  
Experience****Administrative Manager, Partner, Nareka LLC, Clinton, CT and Alexandria, VA***1994 – 2010*

Provided professional media consulting services to corporate and small business clients. Created comprehensive media campaigns which included presentations, sales tools, and websites. Created online training for resale and internal training. Established office systems: bookkeeping, ecommerce, telephony and IT; prepared monthly job cost reports and P&L statements using both QuickBooks and Excel; supervised design teams. Interfaced with clients and developed strong working relationships fostering additional business. Used QuickBooks reports to evaluate capital expenditures and revenue potential. Coordinated travel and conferences. Set up and staffed trade show exhibit. Wrote instructional manuals for online training programs; business plans, marketing reports and proposals. Collaborated on design, managed production team.

**Independent Contractor, Various Small Businesses***1994 – 2010*

Assisted in business relocation. Assisted small companies in transitioning from double entry bookkeeping systems to computerized bookkeeping systems. Advised on and established office systems including bookkeeping, ecommerce, telephone and intranet. Wrote business development plans. Planned and implemented internet marketing plans.

**Office Manager, Business Management Research Associates, Fairfax, VA**  
*1992 – 1994*

Managed office relocation from Arlington to Fairfax. Coordinated build out and installation of all office systems. Developed their first policies and procedures manual: interviewed company principals to determine what procedures were in place but not documented, created the document, and developed procedures where there were none in place. Supervised bookkeeper, course development assistant, and administrative assistant. Set up and managed temporary field offices around the country. Supervised five seasoned business management experts on Federal Transit Authority Management Review panels and compiled and edited assessment reports.