

ANA MÓNICA RYAN
ACCOUNTANT

Professional Experience

Design, Community & Environment, Berkeley, California. Accountant. Supports Chief Operating Officer. Responsible for accounts payable, processing timesheets and expense sheets.

Hatchuel Tabernik and Associates, Berkeley, California. Business and Operations Manager. 2004 through 2006. Executed business functions including contract generation, annual budget, accounts payable/receivable and personnel. Improved financial and job tracking systems.

Saul's Restaurant & Delicatessen, Berkeley, California. Office Manager/Controller. 2001 through 2004. Managed cash flow, created department budgets based on forecast sales and annual performance goals, analyzed sales and cost of goods. Oversaw inventory, accounts payable/receivable and human resources. Restructured incentive program; implemented waste-reduction program.

The Yoga Source, Berkeley, California. Office Manager. 2001. Managed day-to-day operations. Oversaw site renovations and investigated properties for a second location. Re-designed and distributed marketing materials. Selected health care providers and developed a Procedures Manual for staff and instructors.

Education

Bachelor of Arts, Philosophy, University of California at Berkeley.

UC Berkeley Study Abroad Program, Shakespearian Theater, London, England.

Community Services

Fundraising/Planning Committee Member. Share for the Shelter, Berkeley Animal Care Services.

Adjunct Trainer and Fellow. Coro Center for Civic Leadership.

Special Congressional Recognition for Invaluable Service to the Community, California Congressional District 14.

Mentor. New America Foundation.