

**ANA MÓNICA RYAN**  
ACCOUNTANT

**PROFESSIONAL EXPERIENCE**

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**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**

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

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

**COMMUNITY SERVICES**

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**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.