

NANCY GRAHAM
CHIEF OPERATING OFFICER

Professional Experience

Design, Community & Environment, Berkeley, California. Chief Operating Officer. Responsible for all aspects of office administration, supervising two administrative assistants and making weekly assignments to ensure coverage of all staffing needs. Purchases and maintains the computer network, office computers and other equipment. Handles all human resources duties, including maintaining a Standard Operating Procedures Manual and administering in-house benefit programs. Responsible for all accounting duties, including accounts payable, accounts receivable, payroll, financial reporting and job costing. Reviews contracts and maintains the necessary insurance coverage.

Autumn Press, Inc., Emeryville, California. Accounting Manager. 1998 through 2000. Responsible for all accounting functions, including general ledger, payroll, financial statements, analysis of job costs, bank loans, equipment leases and real estate contracts. Handled administrative duties including purchasing insurance and office equipment and supervising administrative staff. Administered human resources programs including safety coordination for entire plant.

Floral Images, Berkeley, California. Owner and Designer. 1995 through 2000. Designed and produced silk screened textiles. Responsible for all aspects of the business, from sales and marketing to accounting, inventory and shipping.

Brady & Associates, Berkeley, California. Business Manager. 1991 through 1996. Responsible for accounting and bookkeeping tasks including accounts payable, accounts receivable, preparing and reviewing budgets, producing monthly financial statements and handling all banking functions. Reviewed and negotiated contracts, notes, and leases. Hired, oriented, supervised, and evaluated office staff. Wrote employee handbook and ensured compliance with all state and federal labor laws and regulations.

Education

Bachelor of Science, *Textile Design*, University of California at Davis.

Accounting Certificate, UC Berkeley Extension

Community Services

West Berkeley Foundation, Treasurer 1998-2000