

ANN L. DeMAY

600 Stafford Pointe Court
Oak Ridge, NC 27310
(469) 644-2936
ann.demay1@gmail.com

Summary

Bachelor of Science degree combined with 12+ years of experience in environments requiring strong project management, leadership, communication, and problem solving skills. Highly organized self-starter with a track record of initiating, prioritizing, and managing a heavy workflow with strong attention to detail and accuracy. Confidential communicator with a history of interacting at all levels from clients to senior-level executives.

Experience

BUILDERS CARPET & DESIGN CENTER, McKinney, Texas

2007 to 2010

Manager, AR

- Cross-trained to manage a wide range of accounting functions for a \$30 million flooring company including AP, AR, deposits, invoicing, cost accounting, credit/debit adjustments, and gross profit for each job.
- Created, wrote, and implemented the department's first policies and procedures manual.

VISCERN INC., Dallas, Texas

2001 to 2006

(Parent company of Ketchum & RSI)

Team Leader, Planning Studies Department

2005 to 2006

- Promoted to manage the Planning Studies Department for a 90-year old fundraising company involved in raising money for large non-profits and religious organizations.
- Managed a small team and trained new employees on editing and proofreading feasibility studies.
- Implemented new process improvements that positively impacted the department's quality and delivery consistency.
- Tracked and maintained detailed reports of department workload for active, future, and historic clients.

Planning Studies Coordinator

2002 to 2005

- Proofread and edited detailed feasibility studies for content, accuracy, punctuation, and grammar.
- Served on Study Task Force that implemented Best Practices from each division with significant time saving results.

Administrative Assistant 2001 to 2002

- Provided administrative support to 12 field consultants, including correspondence, client calendars, support materials, and mailings.
- Proofread capital campaign program documents.

TRIPLE-I SYSTEMS, INC., Cincinnati, Ohio 1999 to 2000

Administrative Assistant

- Provided confidential administrative support to the president and four managers including utilization reports, HR administration, time tracking, and expense reports.
- Created an inventory tracking system for company software and hardware.

PLANO STAR COURIER, Plano, Texas 1997 to 1999

Project Coordinator 1999

- Headed special projects following acquisition by a new company.
- Managed promotional efforts to make company name visible in community.

Office Coordinator 1998 to 1999

- Supervised staff of five in the advertising department.
- Tracked monthly revenue and sales activity and contract expiration deadlines.
- Scheduled all trade-out, public service, and house advertising for eight newspapers.
- Maintained department's new and in progress account lists.

Administrative Support 1997 to 1999

- Provided administrative support to Advertising Sales Director, Sales Manager and three Account Managers.

Education

B.S. Psychology, University of Pittsburgh, Pittsburgh, Pennsylvania

Skills

- Research, Reporting & Administrative Support
- Strong Oral, Written, & Editing Skills
- Project Planning & Coordination
- MS Word, Excel, Access, Outlook & BusinessWorks