

Traci S.

Untapped Potential Candidate

Avon / CT

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PROFILE

Broadly skilled business operations professional with experience in the fields of Healthcare, Education and Small Business. A published academic and accomplished bookkeeper who is highly creative, exceptionally well organized, and recognized for her ability to quickly grasp new concepts, improve processes, and get things done. Key skills and expertise include:

- Research and Analysis
- Logistics and Planning
- Writing/Communicating
- Bookkeeping – AP, AR, Reporting
- Human Relations
- Process Improvement

Technical Proficiencies: MS Word, Excel, PowerPoint and QuickBooks

PROFESSIONAL EXPERIENCE

Herb's Sport Shop, Inc., West Hartford & Bristol, CT 1999 - 2016
A local, longtime supplier of high quality sporting goods and exceptional service.

Bookkeeper

- Capably handled A/P, A/R and Collections through periods of dramatic growth and decline
- Assembled, interpreted and presented financial reports to company owners
- Helped owners improve employee accountability and productivity by: documenting employee performance standards; designing/implementing an activity tracking tool; and expanding the outside sales role to include some in-house responsibilities
- Assisted the company owner with the decision (and the operational support) to close the store - researched and coordinated an auction; and sorted, labeled and bundled the store's complete product inventory

Barnes & Noble, Inc., Farmington, CT 1997 - 1998

Bookseller and Coordinator of Special Orders

- Helped customers research titles, and worked with vendors and customers to place and fill special orders

West Hartford Public Schools, West Hartford, CT 1996

Teaching Assistant

- Rotationally supported three large (full capacity) kindergarten classes (first semester)
- Provided 1:1 full time tutoring support for a high-risk special education middle-schooler (second semester)

Bristol Hospital, Bristol, CT and Central Naugatuck Valley Help, Inc., Waterbury, CT 1994 – 1995

Crisis Counselor

- Conducted one-on-one and group counseling sessions with substance abuse patients in both ER (Bristol Hospital) and residential (CNV) settings
- Led residential art therapy groups for recovering addicts and inmates with diagnosed l/t mental illness
- Supervised administration of medication, and coordinated patient transportation

COMMUNITY EXPERIENCE

- Community Outreach Committee Member – St. Mary’s Star of the Sea, Farmington, CT (2015-present)
- Youth Ministry Planning Team – St. Mary’s Star of the Sea, Farmington, CT (2014-present)
- Academic Enrichment Volunteer – Ethel Walker School (2014-present), Burlington Public Schools (2010-13), and Bristol Public Schools (2002-04)
- Grant Review Board Member – reviewed and awarded grants for programs that support the missions of the Women & Girls Fund and the Main Street Community Foundation, both in Bristol, CT (2002-09)
- Health Sciences Reference Library Assistant – Hospital for Special Care, New Britain, CT (1998-99)
- Art Therapist – designed and led a program that used art to help high-risk adolescents develop a positive self image, Chippens Hill Middle School, Bristol, CT (1997)

EDUCATION AND HONORS

Bachelors of Arts, Psychology, University of Connecticut, Storrs, CT 1993

- Magna Cum Laude
- Honors Scholar, Honors Program
- Psi Chi, National Honor Society in Psychology
- Mortar Board, Senior Honorary Society

Masters of Science, Counseling, Central Connecticut State University, New Britain, CT 1998

- Connecticut Association of Health Science Libraries (CAHSL), Graduate Student Liaison

Additional coursework in Library Science Masters program including classes in information technology

INTERESTS

Crafting (Knitting, Sewing, Jewelry-making)

Reading and Literature

Research

Organizing