

KASI FLATT THURSBY

Tallahassee, Florida 32309 • 850.210.4119 • info@kasithursby.com • www.KasiThursby.com

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused **IT Professional** specialized in all areas of information technology and business communication with an extensive background in accounting.

- Experienced in computer and software troubleshooting, network administration, website design and implementation; while maintaining excellent communication with clients.
- Proficient with product marketing as evidenced by previous successes.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
- Excellent computer skills with the ability to learn proprietary systems/applications quickly and easily.

EDUCATION

Bachelor of Science, Information Technology	December 2008
Florida State University	Tallahassee, Florida
Associate of Arts	August 2003
Tallahassee Community College	Tallahassee, Florida

SKILL PROFICIENCIES

TECHNOLOGY/SOFTWARE:

- Adobe Web Premium CS3
- Creative Solutions
- Microsoft Visual C++ 2008
- Microsoft Visual Studio 2005
- Microsoft Office Suite 2007
- MySQL
- Network Administration
- PC Hardware/Software Support
- QuickBooks
- Web Design

ACCOUNTING/BOOKKEEPING:

- Ability to maintain accounts payable for multiple group homes, as well as, retail stores.
- Ability to maintain accounts receivable for a nonprofit organization which consisted of over 600 members.
- Prepare management reports and financial summaries using QuickBooks detailing companies well as preparing future forecasts for company stability.

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ACCOUNTING/BOOKKEEPING CONT.,

- Accurately completing monthly bank reconciliations for multiple accounts, while ensuring accurate and timely processing of accounting data.
- Communicate effectively with the company accountant to gain a better understanding of the company needs, as well as, ensuring the financial stability of the company.
- Manage all financial transactions, which include, accounts payable and receivable functions, creating and tracking sales invoices, making debit and credit adjustment entries, preparing monthly sales tax, as well as, recording all other transactions.
- Perform as a cashier, which has required me to handle large sums of cash and checks at a time during extremely chaotic times with accuracy and efficiency. For example, Junior League of Tallahassee Fundraiser's.
- Ability to maintain the office supply inventory for multiple departments within a company.

PROJECT MANAGEMENT:

- Manage multiple information systems that required strict attention to detail.
- Draft and edit important documents, ensuring professionalism and etiquette.
- Assist with planning and coordinating fund raisers as well as charity projects.
- Produce a monthly newsletter that included multiple pages of information using Microsoft Publisher; For example, Junior League of Tallahassee monthly newsletter.
- Assist with marketing and advertising to promote sales.

AFFILIATIONS:

Association for Computing Machinery	2008 – Current
American Society for Information Science and Technology	2008 – Current
Association for Information Technology Professionals	2008

AWARDS:

Florida State University College of Information Deans Award December 2008
Awarded for an Interactive Resume that demonstrates excellence in a student's accomplishment of curricular goals.

To view the Interactive Resume, please visit www.kasithursby.com

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VOLUNTEER ACTIVITIES:

Vice President 2008 – Current
The Krissi Flatt Foundation Tallahassee, Florida

Key Contributions:

- Design, implement and maintain the website for the organization.
 - www.tkff.org
 - Community outreach project design and implementation.
 - Design, implement and maintain the website for the annual fundraiser.
 - www.krissiflattfishing.com
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PRIOR EMPLOYMENT

Full-Charge Bookkeeper 2003 – 2005
The Thomas House Inc. Tallahassee, Florida

Key Contributions:

- Prepared and delivered to management, under extremely quick turnaround timelines, accurate monthly, quarterly, and annual financial statements.

Full-Charge Bookkeeper 2002 – 2003
RazzBerry Cool Smoothies Tallahassee, Florida

Key Contributions:

- Excelled within a fast-paced environment, continually taking on increased levels of responsibility.

Office Manager/Full-Charge Bookkeeper 2000 – 2002
Junior League of Tallahassee Tallahassee, Florida

Key Contributions:

- Demonstrated talent for quickly learning new tasks and completing assignments ahead of schedule while maintaining a high degree of accuracy.
- Contributed substantially to reducing outstanding accounts receivables through improved collections processes.

References will be furnished upon request