

Cheryl L Gratt

9086 Veterans Memorial Drive
Tallahassee, FL 32309
850-893-5321 (Home)
850-591-0121 (Cell)

EMPLOYMENT

Owner **10/2007-Present**
OfficePro of Tallahassee, LLC
Office Management and Bookkeeping Solutions Company

Accountant/Webmaster **6/2004-10/2007**
Florida Trucking Association

This position has been part-time and full time.

Responsible for all accounting functions (A/R, A/P, deposits, P/R, general ledger) State and Federal Reporting, Membership billing.

Responsible for all office activities, ordering of supplies, phone administration, network administration, development and upkeep of website, human resources and office calendar.

Direct supervision of two part time employees.

Front Office Coordinator **2000-2004**
EYE ASSOCIATES OF TALLAHASSEE, P. A.

Supervises front office reception staff, insurance and billing staff and medical records staff of a four physician, extremely busy, ophthalmic office.

Performs accounts payable, payroll and other accounting functions, in house advertising and creates documents/presentations for practice in Power Point, Publisher, Word and many other programs for calendar production and in-house programs.

Brought FISH program to practice as well as other motivational programs to improve morale and encourage team building. Began newsletter for staff.

Established in-house Policies and Procedures for HIPPA requirements and responsible for administrative needs for HIPPA implementation.

Responsible for all publications, website development, advertising and brochure development.

Business Manager **1987-2000**
THAGARD STUDENT HEALTH CENTER, FLORIDA STATE UNIVERSITY
TALLAHASSEE, FL 32306-2140

Plans, establishes, directs and controls daily operations of the Business Office to include insurance office, mandatory International Insurance Program, cashier operation, accounting, budgeting (\$6,500,000), purchasing, accounts payable, accounts receivable, fiscal analysis, cost center controls and internal controls.

Amassed enough funding to renovate entire health center with minimal state funds and the majority of funds from astute spending and planning.

Computer Experience: Responsible for computerization for entire health center.

Became State University System spokesperson for Student Health Insurance Policies across state system. Submitted reports and presentations to Board of Regents.

Developed Community Affairs program, responsible for advertising and website development.

Supervisory Experience: Responsible for 30 employees.

Comptroller 1984-1987
DEMILLY CAPITAL
TALLAHASSEE, FL 32303

Responsible for fiscal reporting and property management.

Buyer 1981-1984
SHOPPERS DRUG MART
TALLAHASSEE, FL 32303

Responsible for purchasing cosmetics. Increased department sales by over 100% in two years.

Head Bookkeeper 1979-1981
GOVERNOR'S SQUARE MALL
TALLAHASSEE, FL 32303

Full charge bookkeeper for management of 115 stores. Duties from leasing to mall operations were included. Also prepared budgets.

In addition: Have been employed by Leon County Blood Bank and Krause, Humphress, Pace and Wadsworth, CPA's.

EDUCATION

Bachelor of Science-English Education 1970-1973
FLORIDA STATE UNIVERSITY TALLAHASSEE, FL

Major: English

Additional Course Work: Various Years
FLORIDA STATE UNIVERSITY TALLAHASSEE, FL

Major: Basic Accounting, Public Administration - No additional degrees earned.

SKILLS

- Knowledge of budgeting, accounting policies and procedures.
- Knowledge of computer systems, hardware and software.
- Peachtree, QuickBooks Pro, TCS, Microsoft products, Adobe Products
- Ability to effectively supervise and delegate.
- Ability to compose news releases
- Ability to effectively deliver speeches to large or small groups
- Ability to design and layout newsletters and other advertising
- Ability to work with multi-media presentations – development through delivery
- Ability to research, collect and analyze data and prepare recommendations/reports.
- Ability to work with staff regarding team building and other motivational needs.
- Ability to work independently.
- Ability to communicate effectively both verbally and in writing.
- Ability to develop policies and procedures relative to assigned duties.
- Ability to interact positively with a large, diverse staff.
- Ability to deal with sensitive, confidential issues and information in a professional manner.
- Ability to participate in a variety of committee and professional activities.
- Ability to develop marketing campaigns
- Ability to develop websites
- Public Speaking
- Maintains active Real Estate License

REFERENCES Available upon request