

Alicia Wills

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SUMMARY OF EXPERIENCE

Creative Organizational Abilities have been applied in:

Small Business and Non-profit Administration
Office Management and Bookkeeping
Personal Budget Consulting and Organizing
Television/Video/Theater/Event Production and Administration

Office and Administrative Skills:

Budgeting, Billing and Bookkeeping
Data Organization (both paper and database)
Word Processing and Transcription
Research, Writing and Editing
Travel Coordination and Itineraries
Desktop Publishing, Layout and Design
Organization and Coordination of Projects and Events

Computer Skills include:

Proficiency with both Windows and Mac -
Microsoft Word, Excel, Outlook, Quicken, Quickbooks Pro, Filemaker Pro,
Pagemaker, Photoshop, Internet & more

Personal Office Equipment:

PC and Mac Computers; Canon Inkjet Printer; Fax; Scanner;
Nikon Camera; High-speed internet.

EDUCATION

Primary Grades - Mississippi and Texas
Jr. High School - Tokyo, Japan
Sr. High School - Palo Alto, California

WORK HISTORY

October 2002 - present

Many Hats Administrative Services – Bellingham, WA

Providing a wide variety of administrative services to self-employed professionals and small businesses. Services include bookkeeping, office management, database design & upkeep, and office systems consulting.

1997- October 2002

Administrative Director of the **Institute for Deep Ecology** – Occidental, CA (PT)

Operated one-person office covering all aspects of 501C3 administration.
Bookkeeping, registration, event logistics, volunteer coordination, database maintenance.

Freelance Office Manager, Sonoma County, CA –

Businesses served ranged from Natural Foods and Educational Seminars to Construction-related companies, as well as personal finances and sole proprietorships. Bookkeeping, website email response, database design & upkeep, shipping, research, travel arrangements, desktop publishing, writing, editing, computer configuring & more.

1996-1997 **Office Manager/Bookkeeper**, Healdsburg, CA

Pratum Book Company

Customer service, database design and management, bookkeeping, cataloguing, desk-top publishing of catalogues. Designed and implemented office systems.

1994-1996 **Bookkeeper** - Sebastopol / Oakland, CA

Johnson Construction / Gleason and Tankard Contracting Services

Accounts payable, general ledger, payroll, payroll taxes, project tracking, projections.

1995-1996 **Associate Producer** - Emeryville, CA

Making Peace, Moira Productions

Organized and coordinated production and post-production for "Facing Racism", program four of a four-part documentary series produced for PBS.

1993-1995 **Office Manager/Billing** - Oakland, CA

Law Office of Mark Goldowitz, Environmental Attorney

Staff supervision, client intake, payroll, billing, bookkeeping, and general management.

1985-1991 **Line Producer / Production Manager / Coordinator**-Victoria/Vancouver, B.C.

Freelance Video and Television Production

Client liaison, proposals and estimates, script research and supervision, contracts and budgets, production planning, shooting schedule, bookkeeping, budget tracking, financial reports, production logistics, staff and crew supervision, locations, permits, costumes, props, continuity, and casting of talent and extras.

1983-1987 **Stage Manager / General Manager / Project Manager** - Victoria, B.C.

Intrepid Theatre Company, Stage II Productions Society - Non-profit Theater

Grant writing and management, staff supervision, bookkeeping, financial reports, and organization/coordination of festivals.

1981-1985 **Owner/Operator** - "Miss Mop" - Nanaimo / Victoria, B.C.

Commercial, fire, and residential cleaning

References available on request