

Ellen Hendricks  
45 Margarita Court  
Reno, NV 89511-6616  
Phone 775-853-8491  
Fax 775-853-5514  
E-mail [ellen@hendricks-design.com](mailto:ellen@hendricks-design.com)

## Education & Professional Designations

BS in Accounting, (Minor in Vocal Performance) – University of Nevada Reno – 1983  
CPA Certificate – 1985 (retired in 1996)  
AA in Graphic Design – Truckee Meadows Community College – in progress

## Computer Experience

Hardware: Comfortable with both PC and Mac; familiar with most types of peripherals  
Software

Adobe: InDesign, Photoshop, Illustrator, Fireworks, Flash, Dreamweaver, Acrobat Professional  
Microsoft: Word, Works, Excel, Outlook, Publisher, Powerpoint, Access  
Web: All browsers and a number of ftp programs, EditPlus2, EZWebStudio Pro  
Accounting: familiar with all commonly used accounting software programs  
Other: Lotus 123, Symphony, various other business applications

## Graphic Design Experience

Lenz Elementary School - Student Directory and Handbook - 1996-1997  
Hunsberger Elementary School - Student Directories/Handbooks - 1997-1999, hand coded their first Website – 1997, monthly newsletter 1997-1999  
Fieldcreek Ranch Estates - Resident Directories - 1998-2001  
Galena High School - Booster Club Directory - 1998  
Mountain View Montessori School - Student Directories/Handbooks - 2000-2003  
ICDA Charter High School - theatrical programs & posters - 2002-2005: *Play On, Rumors, Working, The Last Night of Ballyhoo, A Chorus Line, Once on This Island*  
Tahoe Players - theatrical flyers, posters, directories, programs - 2001-2007: *Annie, Peter Pan, Jungle Book, Rodgers & Hammerstein's Cinderella, Snow White and the Seven Dwarfs, Seussical, Disney's Beauty and The Beast*

## Business Experience

Nevada Novelty–1977-1979–Office assistant and computer operator  
*Worked on a Burroughs B-80 with a custom written program to track the performance of mechanical slot machines, plus miscellaneous office tasks*  
First Interstate Bank of Nevada–1979-1981–I/O Clerk  
*Reconciled computer output to data entry sources in the operations center*  
Fox & Company–1981-1983–Accounting Intern & Full-charge Bookkeeper  
*Computerized write-up on a Burroughs B-80 for various clients through to compiled financial statements, payroll taxes, state and federal tax returns.*  
Cox & Company–1983-1985–Staff Accountant  
*Write-up through financial statements, federal income taxes, state income taxes, payroll taxes and miscellaneous accounting services.*

Kafoury Armstrong & Company—1985-1988—Staff Accountant & Senior Accountant

*Auditing, federal & state tax returns, database management & database template design*

Hibbs, Roberts, Lemons, Grundy & Eisenberg, Attorneys at Law—1988-1995—Corporate Controller

*Responsible for complete financial cycle*

March of Dimes – 2005-2006 – Office Services Coordinator

*Seasonal fundraising, database management*

Tahoe Players – 1995-present

*Administration, database management, costume design, webmaster, graphic design, reservations, actor*