

Ellen Hendricks
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Education & Professional Designations

AA in Graphic Design – Truckee Meadows Community College – in progress (*will be completed 5/10*)
AA in Web Development – Truckee Meadows Community College – in progress (*will be completed 12/10*)
BS in Accounting, with a minor in Vocal Performance – University of Nevada Reno – 1983
CPA Certificate – 1985 (*retired in 1996*)

Computer Experience

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

Adobe: Acrobat Professional, Dreamweaver, Fireworks, Flash, InDesign, Illustrator, Photoshop

Microsoft: Access, Excel, Outlook, Powerpoint, Publisher, Word, Works

Web: All browsers and a number of ftp programs, EditPlus2, EZWebStudio Pro

Accounting: familiar with most commonly used accounting software programs

Other: Symphony, Lotus 123, various business applications

Programming & Database

XHTML, Javascript, PHP, MySQL

Graphic Design Experience

Religious Alliance in Nevada – website design & maintenance (*www.rainnv.org*) 2007-present

Tahoe Players – website design & maintenance (*www.tahoeplayers.org*); theatrical flyers, posters, directories, programs 2001-2009: *Annie, Peter Pan, Jungle Book, Rodgers & Hammerstein's Cinderella, Snow White and the Seven Dwarfs, Seussical, Disney's Beauty and The Beast, Roald Dahl's Willy Wonka Jr., Disney's 101 Dalmatians*

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

Mountain View Montessori School - Student Directory/Handbook 2000-2003

Galena High School - Booster Club Directory 1998

Fieldcreek Ranch Estates - Resident Directories 1998-2001

Hunsberger Elementary School - Student Directory/Handbook 1997-1999; website 1997-1998, monthly newsletter 1997-1999

Lenz Elementary School - Student Directory and Handbook - 1996-1997

Business Experience

Freelance web design – 2007-present

Mountain View Montessori School – 2006-present

Substitute; resource in drama, music & graphic design

Tahoe Players – 1995-present

Administration; database management; costume design; webmaster; graphic design; reservations; actor

March of Dimes – 2005-2006 – Office Services Coordinator

Seasonal fundraising; database management

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

Responsible for complete financial cycle

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

Auditing; federal & state tax returns; database management; database template design

Cox & Company–1983-1985–Staff Accountant

Write-up through financial statements; state & federal income tax returns; payroll taxes; miscellaneous accounting services.

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.

First Interstate Bank of Nevada–1979-1981–I/O Clerk

Reconciled computer output to data entry sources in the operations center

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; miscellaneous office tasks