

Mary Ellen Sheehan

5379 Tonawanda Creek Rd · Pendleton, NY 14120
(716) 625-9239 · msem11@aol.com

Objective

After successful tenure within the Administrative realm, retooled and re-educated professional seeks to focus on financial-related career.

Summary of Transferable Skills

- Participated in budget processes.
- Facilitated periodic field exams and audits.
- Assisted with various corporate tax matters and filings.
- Assisted with legal and financial requirements of mergers and acquisitions.
- Handled daily cash management process to monitor cash flow and manage lines of credit.
- Set up and administered online cash management programs and ACH/wire templates and transactions with banking institutions.
- Worked with the CFO at NOCO Energy Corp. as well as corporate and bank attorneys over a 10-month period to successfully close a multi-million dollar ABL refinance deal.
- Single-handedly applied for and received a NYS Department of Labor training grant totaling \$99,885 and headed a 6-month, company-wide training program.

Education

Bachelor of Science – SUNY Empire State College
Business, Management & Economics, Graduating in December 2010

Associate in Applied Science – Hilbert College · GPA: 3.80
Minor: Accounting

Professional Experience

NOCO Energy Corp., Tonawanda, New York **2005 – 2010**
Executive Assistant to the President, Executive VP, the VP/CFO, and the Board of Directors
Supported the Vice President/CFO in legal, financial, and insurance matters, working in conjunction with corporate attorneys, accountants, auditors and insurance brokers. Maintained corporate records for parent company and all subsidiaries. Handled daily cash management process with 3 banking institutions, covering approximately 45 accounts. Acted as liaison/support for the President's and Executive Vice President's direct reports and their divisions. Supported the Board of Directors and maintained Board records. Administered corporate credit card account, reconciled credit card statements and prepared and submitted expense reports.

H&K Publications, Inc., Hamburg, New York **1999 – 2005**
Executive Assistant to the President/CEO
Acted as liaison and maintained open lines of communication among senior executives, managers, administrative staff and employees. Assisted with policy compliance and problem resolution. Coordinated and oversaw office relocation, renovation, and maintenance. Negotiated contracts, reconciled monthly invoices and oversaw telephone/data service for 8 locations, totaling 75+ phone lines. Maintained production spreadsheets (cost analysis, inventory, paper costs, and page counts). Managed billing, accounts receivable, report generation and domain administration for the company's website sales division. Calculated monthly sales commission reports for 2 sister companies.

Mary Ellen Sheehan

Computer skills

MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Outlook, Navision, Peachtree Accounting, Internet

Professional Seminars/Training

- *Financial Dimensions of Performance* (4-week course) – Kermis Profitability Seminar
- *Canisius College Leadership Program for Women* (9-week course)
- *Self-Leadership: The Path to Professional and Personal Success* (6-week course) – 2logical
- *Advanced MS Word and Excel* (32-hour course each) – ECC South
- *Introduction to MS Access* (16-hour course) – Horizon Learning Center
- *Certification: Notary Public, State of New York*

Community Work / Leadership

Volunteer – Friends of Night People, 2008 – 2010

Steering Committee Member - Canisius Women's Leadership Conference, 2008

Program Coordinator - Warm the Children, 2000 – 2005

Sponsor - Women for Women International, 2005 – 2006

Volunteer - Habitat for Humanity, 2005

Volunteer - Junior Achievement, 2003

Committee Member - Hamburg Chamber of Commerce, Business Recognition & Awards Luncheon