

Nychol L. Woods

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PROJECT STRATEGY CONSULTANT

Administrative & Mathematics Expert * Microsoft Office Suite & QuickBooks "Power User" * Adept Written & Verbal Communicator

KEY SKILLS

- **Communication & Supervision Skills** - diverse team leader & adaptable team player, people-oriented, customer service, complaint/dispute resolution, employee training, and supervising
 - **Administrative Skills** - front desk reception, data entry (61 wpm), 10-key (177 kpm), Windows Vista/XP/Mac, Adobe Acrobat Professional & Designer, Craftware Express, Intuit/ProSeries, QuickBooks, PeopleSoft, and SmarteTools, ADP Payroll, MS Office Suite, Website & Graphic Design (Adobe Spark Post, Wordpress, GoDaddy), Smartsheets
 - **Technical Skills** - reports & spreadsheets, inventory, bookkeeping/accounting/payroll, and database and records management
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PROFESSIONAL EXPERIENCE

IKAR - (Los Angeles, CA) 06/28/19 to 10/11/19 - Temp. Executive Assistant

Provided administrative and scheduling support to Senior Rabbi (Sharon Brous), CEO, and other clerfy staff with transitioning assistants. I assisted with handling business paperwork and relaying options to CEO (i.e. insurance, 401k plan, etc.). Created and managed spreadsheets to track data. Assisted with minimal bookkeeping. Worked closely with Director of Operations regarding scheduling and strategic planning regarding operations. Assisted with special events, such as Jewish holiday 5-day event preparation and facilitation, and managed event honors and dignitary invites. www.ikar-la.org

Dream North Entertainment - (Los Angeles, CA) 09/01/14 to Present - Project Strategy Consultant

- As the Founder & CEO, I am in the business of consulting company owners in pursuit of developing their business and completing a particular project, properly evaluating project and determining budget structure, drafting business plan, securing funding, bookkeeping, accounting utilizing generally accepted accounting principles (GAAP) and month-end and year-end closing, payroll, tax preparation, and managing finances QuickBooks/Intuit, and overall managing the completion of project. Working remotely and as a team (traveling throughout U.S.) with my clients, while managing client staff and contractors, ensuring a positive collaboration with partners/clients and vendors.
- **Refresh Youth Center** (in Lakewood, CA) **2019-Present**, where I am currently the **Executive Director** for the organization drafting press releases, newsletters, proposals and submitting grants, coordinating events, designing decks, updating website, consulting and supporting Founder, establishing expansion plans for programming at Hoover Middle School (Long Beach Unified), and utilizing MS Excel and QuickBooks, offering bookkeeping, accounting, and budgeting and financial strategy services. www.refreshyouthcenter.org
- **Little Voices** (in Los Angeles, CA) **2018-2019**, where I was the **Executive Director** for the organization utilizing MS Excel and QuickBooks, offering bookkeeping, accounting, and budgeting and financial strategy services. Secured \$5,000 (PocketWatch) in sponsorships, and more than \$25,000 in grants (California Arts Council & Go Campaign). www.littlevoices.me
- **Restored Reflections Inc./Allegories of Me - 2018 to 2020** - Provided everyday administrative, financial, and managerial tasks, budgeting and grant writing, and overseeing team, projects and events. Ensured facilities are properly structured, drafting curriculum, meal programs, and contracts. Website/Flyer/Deck design & social media management.
- **Karen Reese** (Creator of Can I Play Sports in Dallas, Texas) **2017 to Present**, where I am responsible for project strategy consultant work, as a **Producer/Director/Project Coordinator** budget drafting using MS Excel, writing for, directing and producing film projects, assisting with non-profit organization efforts and procuring funding (i.e. grant writing). Secured \$2,500 grant from City of De Soto and fiscal sponsor (From the Heart Productions).
- **Torrence Brannon-Reese** (Founder & CEO of FAMLII, Inc. in Los Angeles, CA) **2017 to Present**, where I am responsible for **Executive Assistant** and **Senior Financial Analyst** tasks, drafting proposals, submitting grants, creating organization newsletter, coordinating events, and developing and managing youth programs. Secured \$2,500 discretionary grant from Council President Herb Wesson. www.famlisoul.org

Training & Research Foundation HeadStart - (Los Angeles, CA) 03/15/16 to 08/15/16 - Purchasing Technician

- Maintained records of goods ordered and received. Prepared and processed requisitions and purchase orders for supplies and equipment.
- Located vendors of materials, equipment or supplies, and interviewed them in order to determine product availability and terms of sales. Worked personally with contractors/vendors at 15 sites.

La Familia Quignon Cruz - (Andalusia, Spain) 09/01/14 to 01/31/16 – Independent Researcher/Grant Writer/Au Pair

- Lived with a family for 17 months in my efforts to begin securing data to prove how family and community affect the overall development of a child, and depending on the child's environment, if they become more or less prone to abuse and/or prostitution as an adult. Conversated with the parents often to learn about their lives, culture, and politics of Spain. Spending time with their extended families during everyday occasions and special gatherings allowed me to gain a cultural perspective of conventional families in Spain. Consulted with UNICEF in Madrid on multiple occasions to determine protocols for protecting children and preventing abuse and prostitution.

Centinela Valley Union H.S. District - (Lawndale, CA) 09/04/13 to 08/21/14 – Accounting Technician

- Maintained financial records for accounts payable, and occasionally assisted accounts receivable department. Verified, balanced, adjusted, and audited accounts and invoices. Established, posted, and maintained journals, ledgers, and a variety of other accounting and payroll records using QuickBooks, MS Excel, and ADP Payroll.
- Processed charter school payroll taxes and quarterly tax reports, utilized HRS systems to obtain confidential employee information and wages, and processed district prudential life insurance payments. Processed retirement reimbursements and union fees.

Arts in Action Community Charter School - (Los Angeles, CA) 06/20/12 to 10/10/13 – Office Manager/Business Operations & Reporting Manager

- Managed student data and reporting tasks. Maintained external student demographics database and verified and submitted expenditure reports. Handled accounts payable/receivable, payroll and purchasing responsibilities.
- Handled executive administrative and human resources management tasks. Trained staff and created procedures manuals. Delegated responsibility to and supervised two office assistants and other staff members.
- Handled student lunchtime reports, processed meal payments and claims, and submitted attendance.
- Supervised and assisted children with lunch, medicine, first aid, and homework.

Lawndale Elementary School District - (Lawndale, CA)

06/15/11 to 09/15/11 –Account Clerk & Accounting Coordinator (Substitute Position)

- Processed carryover for all sites/depts. using MS Excel and PeopleSoft. Analyzed fund accounts/budgets, and generated reports. Maintained financial records. Verified, balanced, adjusted, and audited accounts and invoices. Compiled, sorted, posted, and compared financial and statistical data.

Councilmember Angie Reyes English - (Hawthorne, CA) 04/11 to 06/11 – Executive Assistant Intern

- Acted as "right-hand assistant" and carried out all decisions when necessary. Attended events, including board agenda/city council meetings. Contacted officials and all relevant contacts to handle business and coordinate events and appearances. Handled schedule and reported status on projects. Assisted with bookkeeping and financial planning for fundraising events.

The Accountant On Call - (Culver City, CA) 06/09 to 02/11 – Accounting Technician

- Assisted with bookkeeping, month-end and year-end close, accounting utilizing GAAP, tax and payroll tasks working with QuickBooks and Intuit Payroll.

EDUCATION & TRAINING

- **Schiller Int'l University** (Largo, FL) – Masters International Business - GPA 3.27, July 2018
- **Alliance Francaise** (San Diego & Los Angeles, CA) – Intensive French Adult Classes (11 hours) – August 2014
- **California State University, Dominguez Hills** (Carson, CA) – MBA in Management - GPA 3.65 (Cum Laude), October 2010
- **CBEST Examination** – Passed December 2009 (Reading – 45, Math – 59, Writing – 53)
- **GMAT Examination** – Passed March 2009 (Verbal – 24, Quantitative – 29, Writing – 6)
- **DeVry University** (Chesapeake, VA) – Bachelor of Science in Accounting - GPA 3.07, March 2009
- **Hampton University** (Hampton, VA) – Major: Accounting - August 2005 to May 2008
- **Bishop Montgomery High School** (Torrance, CA) – H.S. Diploma – GPA 3.5 (Cum Laude), May 2005

AWARDS & INTERNSHIPS

- **Schiller International University** (Largo, FL) – *Online Scholarship, 2018* (\$1,500)
- **Congressional Black Caucus** (Washington DC, MD) – *Spouses Education Scholarship, 2015* (\$1,170)
- **Congressional Black Caucus** (Washington DC, MD) – *Spouses Education Scholarship, 2014* (\$2,050)
- **Aberbook & Yeboah Accountancy Corp.** (Inglewood, CA) – *Unpaid Internship, April to June 2009*
- **Glory Christian Fellowship Int'l** (Carson, CA) – *College Freshman Scholarship, 2005* (\$400)