

PROFILE

Living a life to honor my Savior, Lord, King, and Friend Jesus in all my work at home and in the community. "Let the Lord establish my steps" is my heart. Anything we do on this earth, unless it is driven by the Spirit of God is empty. I pray to live a life that is full of purposeful work established by the Lord that will bring life, joy, purpose, and most of all, Salvation to others! I aim to bring a smile and an encouraging word with me wherever I go.

CONTACT

PHONE:
865-240-6814

EMAIL:
SureFoundationsBookkeeping.com

HOBBIES

Reading Missionary Books
Running
Laughing with my kids
Playing with my 5 dogs

MISTY DAUGHTERS

Assistant & Bookkeeper

EDUCATION

Cal State Hayward
Graduated 2003
BA in Business Finance

San Francisco Community College
Graduated 2000
AA Degree in Liberal Studies
Honor Role Student Multiple Semesters

WORK EXPERIENCE

Sure Foundations LLC – Chief Financial Officer
2024 - Current Provide bookkeeping, payroll, billing and organizational services to businesses. Through Sure Foundations, I served Align9 nonprofit as its Fractional CFO, Controller, Grant Compliance Manager, and Bookkeeper.

Daughters Painting - Chief Financial Officer
2007–-2023 Created name branding for company, established and standardized company documents needed for start-up, invoicing, payroll, bookkeeping, contract writing, answered phones, scheduling.

Patriot Church - Bookkeeper
October 2020—April 2021 Track down receipts and copies of checks, add up tithes & offerings, communicate with accountant regarding reports, line-items & account types. Input banking data into QuickBooks online version.

World Savings - Branch Manager & Investment Facilitator
2003–-2006 Went through the management training program. Became Assistant Branch Manager after 6 months. Managed my own branch after 14 months. Earned my insurance license and sold annuity investments as a dual-role manager. Evaluated and trained employees, oversaw the entire branch, met with district managers to strategize sales and company focus. Regularly won quarterly branch sales contests. My branch was a leading branch in sales and customer service performance in Lafayette, California.

SKILLS

Clear Communicator Written & Verbal, QuickBooks, Customer Service, Speaking in Groups, Connecting People, Encouraging Others, Time Management, Good Follower & Leads as Necessary, Makes Deadlines, Clerically Detailed.