

SHARAYAH D. HAFFLY

Waianae, HI | (253) 549-9674 | hdsharayah@gmail.com

BOOKKEEPING & OPERATIONS PROFESSIONAL

QuickBooks Online Proadvisor 1 and 2 Certified

Payroll • Admin • Budget Management

Proactive, detail-driven professional with extensive experience in bookkeeping, payroll, operations oversight, and team leadership across healthcare and hospitality. Adept at streamlining processes, maintaining precise financial records, and ensuring compliance with regulatory standards. Thrives in dynamic environments requiring initiative, clear communication, and sharp problem-solving.

EXPERIENCE

QuickBooks Online Live Expert

JDA TSG - Current

- Provide live real time bookkeeping assistance to clients.
- Guide clients on QBO best practices.

Bookkeeper & Patient Services Driver

RBHCF | Gig Harbor, WAI | Feb 2019 – Feb 2020

- Managed daily bookkeeping, accounts payable/receivable, and maintained accurate financial records for healthcare facilities.
- Processed payroll and assisted with benefits administration, ensuring timely and compliant payments.
- Provided safe, compassionate transportation for patients to and from medical appointments, maintaining schedules and upholding privacy.

Field Maintenance Supervisor

StayPineapple Hospitality | Seattle, WA | May 2017 – Feb 2019

- Managed full-cycle bookkeeping and payroll processing for maintenance department, overseeing budgets, vendor payments, and financial records.
- Directed planning, scheduling, and daily operations for team of technicians; maintained inventory, handled ordering, and supervised training.
- Ensured compliance with city, state, and fire marshal inspections, maintaining meticulous documentation.

Maintenance & Environmental Services Director

Cascade Park Gardens – Memory Care | Tacoma, WA | May 2016 – July 2017

- Led bookkeeping and payroll administration for housekeeping, laundry, and maintenance departments.
- Oversaw departmental budgets, hiring, training, and compliance with HUD, state, and fire marshal standards.
- Ran Safety Committee; developed processes that improved inspection outcomes and reduced costs.

Project Manager

Tacoma Electric Supply | Tacoma, WA | April 2015 – May 2016

- Developed cost estimates and managed budgets for complex electrical projects.
- Used digital project management tools to track work, ensure code compliance, and maintain detailed financial records.

Career Pause | Stay-at-Home Parent

Feb 2020 – Current

- Managed household finances, scheduling, and logistics during a family-focused period.

VOLUNTEER & ENTREPRENEURIAL EXPERIENCE

- **Volunteer Crisis Counselor:** Provided empathetic, high-pressure support, honing communication and problem-solving skills.
- **Small Business Owner (startup):** Developing line of luxury dog pastries, managing early-stage business planning, cost analysis, and vendor outreach.

EDUCATION & CERTIFICATIONS

- QuickBooks Online and ProAdvisor Certification
- GED – Clackamas Community College, 2009
- On-the-job Maintenance Training, Job Corps (Crew Chief leadership)

TECHNICAL SKILLS

QuickBooks • Payroll Systems • Microsoft Office • Google Workspace • Salesforce • Genesys Scheduling & Inventory Management • Budgeting • Regulatory Compliance