

**Nancy Valeski**  
**Assistant Office Manager**  
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## EDUCATION

**B.S.** Business Management with IT Minor, George Mason University (2008)

## PROFESSIONAL EXPERIENCE

### **EASI•CONSULT, LLC, St. Louis, MO (2008 - Present)**

#### **Assistant Office Manager**

- Responsible for various administrative duties.
- Development and analysis of reports used in organization transformation projects.
- Proof reading and correcting documents used in projects.
- Invoicing for Accounts Receivable.
- Extensive use of Microsoft programs including Microsoft Word and Microsoft Excel.

### **TAC, Fairfax, VA (2009 - Present)**

#### **Resource Management Specialist**

- Federal Contractor for the Department of Defense specifically, OSD-CIO Resource Management Division's Financial Management Branch.
- Responsible for implementing and maintaining the OSD/CIO network directorate's "checking" account.
- Reconcile reports with counterparts in WHS/FMD.
- Plan and budget for customers' spend plans for current fiscal year and out years.
- Interface with senior directors on a daily basis in determining new projects and correcting posting mistakes.
- Coordinate with clients (other government components) on a regular basis to ensure accurate balances and prevent overspending.
- Develop and administer weekly accounting reports to directors.
- Developed and maintain a suite handbook for all newly cleared personnel to include: overview of the security procedures, reporting obligations, suite information and other useful information.
- Developed and administered a position binder to include daily duties and procedures for reports.

### **IRIDESSE, INC., McLean, VA (2008 - 2009)**

#### **Management Associate**

- Managed the flagship location and employees.
- Responsible for tracking inventory and replenishments.
- Held full responsibility of deposits and transfers.
- Responsible for daily communication with sales team in order to analyze finances.
- Tracked daily sales and monetary goals to ensure budget performance was met.
- In charge of daily cycle counts through corporate ERP platform.
- Disseminated information from corporate to local office.
- Maintained layout of location for marketing purposes.
- Maintained excellent customer relations on and off site.
- Responsible for payroll.

### **BURKE JEWELERS, Reston, VA (2004 - 2008)**

#### **Assistant Manager**

- Began as sales representative and worked up to a management position.
- Trained and directed employees in sales, customer service, and on-site skills.
- Kept strict inventory of all merchandise and supplies.

- Assisted in the purchasing of merchandise and the scheduling of employees.
- Prepared and handled confidential documents for owner.
- Developed and maintained cost sheets of services provided.
- Managed the daily technical operations of the entire store.
- Responsible for building, retaining, and strengthening relations with customers.
- Responsible for handling large currency deposits and transactions.
- Provided optimum customer service both on and off site.

## **PROFESSIONAL AFFILIATIONS**

- Society for Human Resource Management (2006 - Present)

## **TECHNICAL SKILLS**

- Proficient in Microsoft Office Suite
- Microsoft Windows XP and Vista Operating System.
- Photoshop CS2/CS3, and Illustrator CS3.
- Adobe Acrobat.