

# Rebecca Ann Kennedy

(209) 226-0072 | RKennedy0072@gmail.com

## EXECUTIVE SUMMARY:

Executive-Level Manager with over 18 years of Information Technology (IT) & Business Management experience, with successes in startups & turnarounds: providing effective marketing & technological solutions. Utilizing well-developed research & a flexible team approach: motivated by “organizational improvement” & “best business practices”, while increasing sales support and the bottom line.

## EMPLOYMENT HISTORY:

### Business Assistant

Access Industrial Automation, Inc.

September, 2017 — Present (7 months)

- Daily assisting the Vice President: providing support to ensure operation run smoothly: duties are being added daily.
- Completing all corporate accounting tasks (Bill Quick Core): verifying database integrity and ensuring projects are completed & billed correctly.
- Managing the purchases of supplies, issuing purchase orders, and processing invoices from Vendors.
- Maintaining office equipment and coordinating the use of the office space for meetings and other events.
- Creation & copywriting of sales and marketing media as needed: including ZipRecruiter, LinkedIn & Facebook.

### Independent Consultant

Parker Freelance

November, 2008 — Present (9 years 4 months)

Small business owner offering IT, web design, business & financial consulting with small to mid-sized businesses, providing fiscal, strategic & operational consulting to reduce indebtedness & improve operating results

- Accurately safeguarding the web server, hardware & software; briskly creating & revising web pages & serving as this site administrator, reporting to the Board of Directors.
- Professionally function as Bookkeeper and for a local company; operating computers programmed QFloors and QuickBooks to record, store & analyze information.
- Energetically aiding in day to day general office duties, customer service, telephones & filing.
- Skillfully perform general management duties; procuring new clients maintaining satisfied, long term client relations.

### Chief Information Officer (CIO)

Heart Caregivers, Inc.

October, 2008 — February, 2011 (2 years 4 months)

- Daily directed business operations, overseeing the funding and operation of 300 FTEs & contractors, repeatedly serving 100 elderly homeowners in North San Diego County
- Energetically challenged to turnaround a troubled business, to improve performance and reduce funding requirements.
- Using QuickBooks: reported full profit and loss to the Owner of the Corporation; while developing strategic planning, direction, and leadership: leading a staff of 5 full time employees

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(FTEs) and 60 caregivers monthly: while personally vetting & onboarding account managers and 800+ caregivers.

- Introduced numerous managerial / operation improvement including VOIP, computerized scheduling and staff cross-training and resource redeployment.

## **President & CFO**

Parker-Giorella, Inc

January, 1996 — October, 2008 (12 years 9 months)

- Utilizing Intuit QuickBooks: held full “Profit & Loss” responsibility for the strategic planning, development, direction and leadership: leading a staff of 5 computer technicians & programmers.
- Professionally demonstrated strong interpersonal skills; working with all levels of staff to understand processes and provide leadership, recognition, and motivation.
- Gracefully eliminated redundant positions and outsourced specialty functions; instituting a part-time college student internship program.
- Creatively reduced overhead by instituting VoIP receptionist and employment contracts, and negotiating with vendors for the best sales price.
- Effectively conceptualized and implemented creative and compelling marketing programs.

## **EDUCATION:**

### **California State University, San Marcos**

June, 1997 —

- Seeking a BA in Liberal Studies/Teaching: 1-class left!

### **Palomar Community College**

AA Degree, Liberal Studies/Teaching

January, 1993 — January, 1997

Degree date: 1997

- 1st Generation College Graduate!