

EDUCATION

Columbia University in NYC

Bachelor of Arts

Dean's List

PROFESSIONAL SKILLS

- Budget Creation
- Cash Flow Projection
- Financial Analysis
- Presenting to the Board
- Financial Grant Reporting
- Actuals Reporting
- WC Audits

TECHNICAL SKILLS

- QuickBooks Online
- QuickBooks Desktop for Mac
- Bill.com
- Google Suite
- Canva
- Loom
- Microsoft Programs
- Zoom
- Copper CRM

LANGUAGE SKILLS

- English
- French
- Spanish (Conversational)

SUMMARY

Trained as a bookkeeper by a CPA, I've spent 20 years translating numbers into story, helping businesses understand what the reporting is telling them. Most recently, I worked with the programming and development teams, advising on risks and benefits of programming and creating strategy for the growth of the non-profit.

WORK EXPERIENCE

Peace is Loud (2012-2025) *[Non-Profit Women's Media]*

Director of Finance

- Managed the closing of accounting books, ensuring accurate and timely financial statements
- Prepared all reporting for our mandated annual audit with external accountants, ensuring compliance with all relevant accounting standards, laws, and regulations; successfully filed clean audits for 12+ years
- Spearheaded systems for moving all finance documents to digital files; instituted cyber security rules for the protection of sensitive data of our vendors, our org, and our clients
- Led and mentored the finance team, fostering a culture of accountability and excellence
- Created the Budget, with input from each Department
- Successfully negotiated lower APR on Line of Credit
- Advised Executive Director on financial risks, developing strategies to minimize losses and maximize returns
- Managed all grant finance reporting, designing systems for data collection from Program Leads and integration into final report
- Reported analytics on forecasting, projections, and cash flow
- Provided financial insights and analysis to senior management to support decision-making and drive business growth
- Led monthly Financial Review meetings with the entire team, sharing financial updates for transparency and educating on Budgets and Projections
- Reported quarterly to the Board, presenting Actuals vs Budget, revised Projections and Cash Flow
- Created analytics for each Department Director to track their YTD vs. Budgets
- Wrote team financials guide, as well as internal fiscal policies for decision making and compliance

Sam Garland

FINANCIAL STRATEGIST

PROFESSIONAL DEVELOPMENT

Bank Fraud Training

Amalgamated Bank
(August 2021)

Managing to Change the World

The Management Center
(January 2022)

Affinity Groups Leadership Training

Authentic Seeds
(May - December 2023)

Remaking the Economy:

Liberating Finance to

Build a Better World

Nonprofit Quarterly
(November 2024)

Self Coaching Scholars Program

The Life Coach School
(October 2019 - December 2024)

Tompkins County

Restorative Justice Training

Center for Court Innovation
(October 2024)

OTHER

- Dual Citizenship
 - USA & Canada
- Experience living in Asia and Europe

SELECTED WORK EXPERIENCE :

BOOKKEEPER & FINANCE MANAGER (2001 - 2019)

Short-term contracts: Originally trained under a CPA to manage their clients, I've spent 20 years with small businesses: creating bookkeeping infrastructure, systematizing operations, and translating financial reports into a narrative of their company's strengths and weaknesses. This wide range of business models included a law office, commercials and documentary film production company, a restaurant, and a soundtrack recording company.

Fork Films

[Documentary Film Production]

2011 - 2016

- Upgrade data from excel spreadsheets and Google Docs to QuickBooks
- Collect outstanding Receivables
- Generate cost reports by project
- Liaison with accounting office in California

Primary Photographic

[Film Processing & Retouching]

2011 - 2019

- Review and analyze company finances
- Enter and reconcile all bank and credit card statements, payroll
- Represent company with auditors from Workers Compensation and Disability Insurance
- File quarterly NYS Sales Tax with online system
- Weekly AP and AR

Intersect

[Website Development for Fashion Industry]

2011 - 2013

- Forecast expenses in QuickBooks for clear picture of cash flow issues
- Build relationships with clients' AP to facilitate collection
- Manage online billing via FreshBooks.
- Finalized books for company sale & merger