Angie Min Emerson

Qualifications Summary
Angie brings over 15 years of experience in accounting and operations of small and medium sized businesses. With repeated success in managing day to day accounting operations within a broad range of industries, she excels in resolving staffing issues and is known for efficient and accurate accounts processing, identifying areas for process improvements, and customer satisfaction. Angie's attention to detail allows her to deliver projects and programs within time and budgetary constraints.

Core Expertise
Accounts Payable ● Accounts Receivable ● Journal Entries ● Bank and Credit Card Reconciliations ● B&O Taxes ● 1099 Processing ● Payroll Processing ● Month-End Closing ● Project & Program Lifecycle Management ● Vendor & Contract Management ● Human Resource & Office Management ● Benefits Administration ● Budget & Inventory Management

Professional History

ASP	Consultant	2021 – Current
Helpline House	Food Bank Program Manager	2018 – 2021
EMI Consulting	Accounting and Operations	2014 – 2018
206 Agency	Accounting and Operations	2010 – 2011
Jonova Inc.	Accounting and Operations	2008 – 2014

Accomplishments
- Transitioned food bank operations in response to COVID-19 in creating and implementing new protocols, staffing, and supply chain management.
- Developed and implemented Salesforce for database management.
- Implemented new invoicing process by streamlining controls and introducing technology platforms to enhance operations.
- Designed and implemented policies, processes, and systems to create stronger human resources infrastructure in multiple start up environments, resulting in improved recruiting programs, more efficient onboarding/offboarding processes, and company culture development.

Education / Licenses
- Bachelor of Business Administration & HR Management, San Jose State University

Software
- QuickBooks Online, QuickBooks Pro Desktop
- Peoplesoft, ADP Payroll, Paychex Payroll
- Salesforce
- Microsoft Office Suite