

SALLY M. RESSUE

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HIGHLIGHTS OF QUALIFICATIONS

- Over 20 years' experience in contract administration, fiscal oversight and business management
- Eight years working with community action programs
- Ability to maintain relationships with other agencies and organizations within the community
- Organized and able to manage multiple concurrent deadlines

SUMMARY OF RELEVANT SKILLS

Employment and Training Department Manager

- Establish and oversee procedures to meet objectives
- Manage and coordinate hiring, training, and supervision
- Develop, monitor and report on department contractual agreements
- Plan and administer budgets for programs and supportive services
- Participates in the agency Management Team

Financial Manager

- Overseen the financial department of a community action agency
- Developed and analyzed information to assess the current or future financial status of the agency
- Prepared financial reports required by laws, regulations and the board
- Evaluated data to plan budgets
- Supervised employees performing accounting, billing and budgeting duties

District Treasurer

- Maintained current knowledge of district, federal and state policies and procedures and directives
- Prepared financial statements, annual budgets and reports for the Board of Education
- Prepared payroll and cash disbursement from five different funding sources
- Prepared and filed tax returns
- Handled all aspects of employee insurance and benefits including monitoring changes in health insurance regulations, and workers compensation filings

RELEVANT WORK EXPERIENCE

Employment and Training Manager , Pro Action of Steuben & Yates, Inc., Bath, NY	2016-Present
Job Coordinator , Pro Action of Steuben & Yates, Inc., Bath, NY	2015-2016
Customer Service Representative , CSSWFNY, Hornell, NY	2015-2015
Financial Manager , Cattaraugus Wyoming Project Head Start, Olean, NY	2013-2014
Cash Applications Clerk , Dresser-Rand, Olean, NY	2013-2013
District Treasurer , Alfred-Almond Central School, Almond, NY	1995-2013

RELEVANT TRAININGS

Trauma Informed Motivational Interviewing , Sage Training and Consulting, L.L.C.	Buffalo, NY
Results Oriented Management and Accountability , Action for a Better Community, Inc.	Bath, NY
TABE Administrator's Training , Regional Adult Education Network	Elmira, NY

B.S. Business Administration Candidate , Southern New Hampshire University	Manchester, NH
Non-Profit Leadership , Corning Community College	Corning, NY
Non-Profit Management , Corning Community College	Corning, NY
Leader 1.0 & 2.0 , Emerging Leaders Institute, NYSCAA	Syracuse, NY
Business Office Specialist , NYS School Business Management Institute	Albany, NY
A.A. S. Accounting , SUNY at Alfred State	Alfred, NY