

KIMBERLY DELUCA

Communications & Accounting

OBJECTIVE

A company's message needs to be clear, and it is key to efficiently expressing a strong message. Working in the nonprofit and corporate industries for over 16 years, the scope of my work experience includes content creation and management, accounting, administrative duties, website maintenance, writing, proofreading, editing, producing publications, photography, and social media management.

EDUCATION

State College, PA
Penn State World Campus
Digital Journalism & Media
BA in Communications

Powell, WY
Northwest College
Graphic Design
AAS in Design

CONTACT

Corinth, TX
Frontierfortitude.com
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EXPERIENCE

Owner, Frontier Fortitude

January 2011 - Present

As a freelance creative business owner, this company strives to provide a variety of creative services. Services include photography, content creation, writing, editing, media production, and graphic design.

Projects

- ✓ Cody Stampede Parade Committee Annual Commemorative Program (designer/editor)
- ✓ Website creation & management for Big Horn Basin Proline, Passport to Fun Travel, Matt Tarr (rodeo clown personality), Lonesome Bill's Historical Interpretation
- ✓ Upwork Freelance contractor (various design & editor projects)
- ✓ 11th OVC Civil War Research Database transcriber/proofreader/coder
- ✓ Legacy of the West Founding Member & Rodeo Fame Assistant Editor

Accounts Payable/Receivable Manager, AFC Inc.

October 2023 - Present

Working on the management team to ensure adherence to procedures in AP & AR. Working on inner company communications, proofreading presentations, developing streamlined procedures, and working on AP/AR systems.

Staff Accountant, Dallas Cowboys

December 2022 – October 2023

Working with company communications on bank reconciliations, project pay applications, and property report analysis. Point person on renter payment schedules, vendor payments, and receivables on multiple income channels.

Executive Director, Friends of Legacy (FOAL)

October 2021 – November 2022

As executive director all board and organization publications, online presence, press releases, government communications, and financial management were overseen by the position.

Accounting Assistant, Center of the West

August 2013 – December 2022

Working with all things accounts payable for a company with 5 museums and a research library. This included invoice payment, cashflow reporting, 1099 processing, fixed asset maintenance, and was the backup accounts receivable deposit manager.

SKILLS & WORK EXPERIENCE

Communications & Accounting

SOFTWARE

- ✓ Adobe Creative Suite
- ✓ WIX Websites
- ✓ WordPress
- ✓ Social Media platforms
- ✓ Frase.io & Inlinks.com
- ✓ Microsoft Office Suite/365
- ✓ Microsoft Dynamics GP & AX
- ✓ Sage Inacct
- ✓ Google Docs
- ✓ Square Point of Sale
- ✓ Anedot
- ✓ Laserfiche
- ✓ PN3
- ✓ Quickbooks Online

SKILLS

- ✓ Proofreading/Editing
- ✓ Blog/Content Writing
- ✓ Program Builds
- ✓ Content Editing
- ✓ Transcription
- ✓ Team-building exercises
- ✓ Media production
- ✓ Graphic Design
- ✓ Digitization
- ✓ Scheduling
- ✓ Office management
- ✓ GAAP accounting
- ✓ Photography
- ✓ Ad Conceptualization
- ✓ Event planning

JOB DUTIES

Owner, Frontier Fortitude

Photography, brand management and development, website maintenance, digital media, graphic design, e-newsletter writing/proofing, editing content, photography editor, media kit development, logo design, writing.

Accounts Payable/Receivable Manager, AFC Inc.

Invoice processing, W9/1099 MISC/NEC processing (2 companies), Credit card GL reconciliation, ACH payments, vendor maintenance, PN3 invoice processing, corporate CC manager, finance team email manager, GL work as required for overflow, AP assistance for 3 PAC entities w/ compliance firm in QB, Development vs. Accounting deposit gift reconciliation.

Staff Accountant, Dallas Cowboys

Invoice processing, W9/1099 MISC/NEC maintenance, bank reconciliations, GL and rent roll reports for rental properties, land management report analysis and GL postings, personal owner housing staff payroll processing.

Executive Director, Friends of Legacy (FOAL)

Organizational development, fundraising, financial management, facilitate board meetings, writing for quarterly newsletter, monthly e-newsletter editing and publication, educational programming, file management, government meetings and contact, leadership development.

Accounting Assistant, Center of the West

Invoice processing, weekly check runs, vendor maintenance, budget management (P&L), GL entries, bank reconciliation, corporate CC management, 1099 processing, fixed asset management, audit working document preparation, accounts receivable overflow.

COMMUNITY PROJECTS/VOLUNTEER

Center of the West non-paid Work Study Content Creator

CFM Records Office Digitization Volunteer

Serenity Pregnancy Center Founding Treasurer/Co-Designer

GCF/CAMA Organization Media Kit Design (2009-2010)