

Linda Leach

816.810.7913

lzleach85@gmail.com

Highlight Qualifications

- Ready to grow in skills and knowledge in the Nonprofit sector
- Have responded locally to residential fires to assist Red Cross clients
- Understanding of client confidentiality through volunteering during disasters
- Instructed DAT and Sheltering Fundamentals classes with the Red Cross
- Worked with partner agencies of the Red Cross
- Proficient with reporting of accounting records and general ledger structure
- Track, report and process payments of commissions for twenty-six contracted Sales Reps and stakeholders across the United States and Canada

Skills

Proficient in Excel, Data entry for IBM AS400, Accuracy and Attention to Detail, Excellent Written and Communication Skill, Ability to Self-Manage and Self-Prioritize, Assist with Training Needs, Record Keeping, Excellent Follow-Up and Follow-Through, Quick Learner, Adaptability, Transferable Skill Set in Supporting Teamwork and Able to Work Unsupervised, Customer and Community Service minded

Professional Experience

The Salvajor Company

Accounting/Payroll/Human Resources

Kansas City, MO

08/1993-09/2018

- Responsible for all payables entry and payments in the form of checks, credit card and ach transactions
- Familiar with general ledger posting
- Communicate with outside vendors to resolve pricing or material discrepancies
- Close monitoring of freight charges for accuracy and billing corrections
- Accounting month end and fiscal year end reporting
- Excellent communication with company CPA to insure accurate GL coding and record keeping throughout the year for a smooth year-end and tax reporting
- 1099 reporting and issuance
- Provide reports and data for the plant Manager for employee evaluations
- Monitor compliance with human resource regulations
- Track sales commission reporting and issue payments for twenty-six contracted Sales Reps and stakeholders across the United States and Canada

Education

Eldon High School

- Diploma - General studies

Metropolitan Community College-Longview

- Course study-Computer Science

Professional Background

Harrisonville Volunteers in Police Services (VIPS)

11/2016-present

- Assist with DEA-Prescription drug take back events
- Assist with safety and crowd control at City events
- Assist with fingerprint identification for youth at public events

Henry's Lakefront Acres Homeowners Association

09/ 2013-present

Board of Directors-Secretary

- File the Association records with the Secretary of the State
- Update records for members
- Communicate with members on upcoming events and dues

Greater Kansas City American Red Cross

11/ 2009-12/2016

Disaster Action Team (DAT) Volunteer and Instructor

- Responded locally to residential fires to assist clients with clothing, housing, and food needs
- Provided Sheltering Fundamentals training including: basics of setting up, organizing, operating and shutting down a shelter
- Partnered with outside agencies and Churches in Shelter Fundamentals training
- Provided Services to the Armed Forces (SAF). Casework follow-up for Veterans who needed to return home for a family emergency

Salvation Army

05/2014-present

- Participated in Honk & Holler program by serving meals to the homeless
- Provided meals to displaced residents and emergency responders during disasters
- Served meals for reStart program

Professional References

Linda Leach
P.O. Box 217
Harrisonville, MO 64701-0217
(816) 810-7913
lzleach85@gmail.com

Steve Leiker, Metro KC Emergency Disaster Services Coordinator

Salvation Army
3637 Broadway Street
Kansas City, MO 6411
Phone: 816-807-1009
Email: stkc33@gmail.com

Note: Volunteered with Mr. Leiker at the American Red Cross & Salvation Army

Mary Biniki, Instructor (Retired)

Blue Springs Public Schools
Phone: 816-213-4607
Email: mebiniki@aol.com

Note: Volunteered with Mrs. Biniki at the American Red Cross

Judy Bowman, Volunteer Coordinator

Volunteers In Police Service
Harrisonville, MO
Phone: 816-810-6365
Email: jkbowman4781@gmail.com

Note: Volunteered with Mrs. Bowman through the Harrisonville VIPS program