

Cheryl Susanne Crofts

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**Professional
Experience**

**Veterans Administration
San Francisco Medical Center
4150 Clement Street
San Francisco, CA 94121**

September, 2004 to present

Human Resources Assistant (FTE 1.0)

Human Resources Management Services

- Human Resources for Nursing, Audiology, Medical, Regional Council, Neurology, and the Ukiah and Eureka CBOC's (satellite facilities)
- Human Resources functions include processing of paperwork for new hires, and electronic entry of personnel actions, including promotions, transfers, resignations and retirements.
- Customer Service duties include responding to employee questions regarding benefits and human resources issues
- Payroll for Nursing, Chaplain and Voluntary from September, 2004 to July, 2008.

Jay Briggs, Inc.

**47 Kearny St., Suite 800
San Francisco, CA 94108**

November, 1997 to March 31, 2007

Accountant (FTE .2)

- Maintained accounting records using standard accounting procedures, using MS Excel, MS Access, MS Word, and QuickBooksPro
- Correspondence with vendors, Accounts Payable, Accounts Receivable, payroll for two entities.

Alioto & Alioto, LLP

**1127 Pope Street #201
St. Helena, CA**

August, 1999 to August, 2004

Accountant (FTE .4)

- Accounting and Payroll functions using standard accounting practices
- Recorded financial information using MSExcel, MSWord, MSAccess and QuickBooksPro

**City College of San Francisco
Phelan Avenue
San Francisco, CA**

September, 2000 to August, 2004

Lab Aide (FTE .05)

- Computer Lab Assistant in **Computer Networking and Information Technology** Department
- Assisted students in computer lab and email correspondence concerning class assignments

One Market Restaurant January, 1995 – October, 1997
**One Market Plaza
San Francisco, CA 94111**

January, 1995 – October, 1997

Bookkeeper (FTE 1.0)

- Maintained restaurant records using accounting best practices, in FoxPro, Excel and Word
- Prepared Payroll for 120+ employees, using ADP for Windows

**Rose Distributing Company
3145 Geary Blvd # 502
San Francisco, CA 94118**

1982-2003

Owner (FTE 1.0 from 1982-1995, FTE .2 from 1995-2004)

- Maintained sales and accounting records for wholesale/retail clothing enterprise using MS Excel,
- MS Access, Lotus 1-2-3 and WordPerfect
- Correspondence and interactions with suppliers and customers

Software

MS Excel (14 years), MS Access (12 years), MS Office (19 years), MS PowerPoint (4 years), Lotus 1-2-3 (10 years), FoxPro (3 years) and QuicksBooksPro, (13 years)

Education

San Francisco State University

- B.A. Economics, 1977
- MPA. May, 2009

City College of San Francisco, 1999-2003

- Computer Hardware, Setup, Maintenance and Repair

Skyline College, 1999-2007

- MS Access, Web Design, Public Speaking