

**Tara Mason**  
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### **Summary of Qualifications**

- Results driven accounting/administrative professional with a passion for attention to detail.
- Ability to provide budget and administrative support for complex and time sensitive projects as well as routine duties.
- Excellent interpersonal skills furthered by business and financial background and activities that facilitate effective collaborative efforts and team environments.

### **Education**

Associates Degree in Liberal Arts, Prince Georges Community College in 2012

### **Computer Skills**

Microsoft Programs (Proficient): Access, Adobe, Excel, PowerPoint, Pivot Tables, Word, Outlook, SharePoint, CMS, CRM, CGI Explorer

### **Professional Experience**

#### **Administrative Assistant, Legal**

**February 2014 to Present**

**American Petroleum Institute (API), Washington, DC**

- Provide administrative and budget support to several staff attorneys, including word processing, proofreading, accounts payable and receivable, preparing and submitting invoices, procurement, filing, faxing and photocopying.
- Responsible for maintaining department's intranet site (SharePoint); format and design webpage, creating events, uploading legal materials to the document library.
- Schedule travel and reconcile monthly T&E statements, draft and administer a high volume of contracts; file and track all outgoing/incoming contracts.
- Ensure that adequate funding is available for proposed contracts and other commitments and prepare budget transfers as needed. Maintain accounts in computerized database; compute and record charges, refunds, and adjustments.
- Prepare vouchers, invoices, account statements, reports, and other financial documents.
- Reconcile accounts receivable and general ledger accounts; resolve customer billing discrepancies.
- Type acknowledgement letters after receiving correspondence and prepare periodic reports.
- Receive and route correspondence to appropriate people or departments. Identifying and analyzing connections between major programmatic changes and the associated budget requirements.
- Formulating an organization's annual operating budget for a given fiscal year and presenting detailed budget estimates.

#### **Associate Consultant, SUT**

**September 2012 to February 2014**

**Ryan, LLC, Arlington, VA**

- Provided high level administrative support to Engagement Manager and Sales Consultants.
- Communicated with the staff, other departments, attorneys, consultants, outside agencies, vendors, and others as needed to coordinate work activities and team calendar (Outlook), review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Prepared reports and drafted letters and memos, proofread financial statements and other documents, using word processing, spreadsheet, database (Access), and/or presentation software.
- Oversaw team budget (Excel); tracked expenses, collected receipts, reconciled Manager's credit card statements; prepared quarterly budget report for Manager's approval.
- Maintained corporate card for frequent travel and other job related expenses.
- Obtain and evaluated requested invoices and tax returns using IDEA or Access; scanned large volume of financial records and electronically filed time sensitive incoming/outgoing mail.
- Collected, reviewed, and analyzed general ledger account data in Access; reconciled tax information and propose/recommended tax liability based on threshold report using Excel.
- Conducted tax law research (CCH) in order to prepare legal letters and memos in response to outside audit.
- Increased team performance by researching firm regulations and guidelines in order to comply with administrative job functions.

**Sr. Administrative Assistant, Property Tax  
Ryan, LLC, Arlington, VA**

**March 2010 to September 2012**

- Provided administrative support to Engagement Manager and team such as answering incoming calls, maintaining team calendar, facilitating webinars (start to finish), conducting extensive online research, and participating in property inspections, scanning mail, communicating with internal and external customers (routed and tracked requests).
- Maintained communications (e-mail, written, phone, and fax) while team is traveling.
- Tracked and reported time and expenses in detail for self and Engagement Manager as needed. Inputted timecard information for teammates while on travel.
- Maintained calendar appointments and deadlines to ensure proper accountability and client deadlines are observed.
- Collaborated with other administrative staff; shared relevant information regarding administrative practices.
- Researched and gathered information from multiple sources for highly complex projects.
- Created files, as needed, for clients and projects utilizing Microsoft® Excel and Access.
- Utilized strong grammar, spelling, and proofreading skills when drafting engagements, proposals, and memos for VP's approval.
- Organized materials, prepared notebooks and tab inserts, assembled all documents in conformance with appropriate formatting procedures and guidelines, and distributed materials as appropriate and in a timely fashion.
- Ordered office supplies and created IT work tickets for the department; back up for receptionist (lunch breaks and absences).
- Provided logistical assistance for office moves and telecommunications.

**Executive Assistant to GVP and VP  
Jacobs Engineering Group, Arlington, VA**

**June 2007 to September 2009**

- Provided executive support services such as acting as liaison between GVP/VP and offsite managers.
- Screened and routed incoming calls and correspondences; responded to inquiries within and outside the company via phone and email to ensure questions and concerns were resolved in a timely manner.
- Managed and maintained executives busy calendar, scheduled complex meetings and engagements and coordinated logistics (hotel and transportation) and negotiated rates per companies' guidelines.
- Coordinated and prepared travel itineraries (domestic/international and government) for senior staff and offsite managers using Travel and Expense System.
- Collaborated with other administrative staff and Technical Training Team to gather and ship training materials to internal and external attendees for large onsite and offsite meetings.
- Arranged meeting space, speakers, and support details for quarterly Manager's meeting.
- Edited written material for accuracy, format, and arrangement of materials.
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Maintained accurate documentation and filing systems; managed VP's memberships and subscriptions.
- Handled and safeguarded confidential information and sensitive materials.