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OF NEVADA-CARSON CITY

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## Stephanie Mullen

### Objective

To obtain a position where I can effectively use my creative expertise in human relations, project management and staff recruitment and retention, and assist in leading a company through an ever changing and challenging environment.

### Experience

**Stanford Sierra Camp & Conference Center, Fallen Leaf Lake, CA**

July 2011-current

#### Administrative Manager

- Develops, implements, and maintains human resources and accounting policies, procedures, budgets, handbooks and systems for a non-profit organization with a \$6M operating budget, 25 benefited staff and approximately 175 seasonal staff.
- Selects and administers employee benefit programs, including group health insurance, life insurance and company 401k retirement plan. Serves as plan trustee.
- Handles all work related injury and illness reporting in a timely manner, coordinating with staff, managers, insurance carriers, medical providers, etc.
- Responsible for administration of liability and property insurance program for three locations; includes annual renewal, identifying risks and potential liabilities and adjusting insurance accordingly. Responsible for maintaining computer security systems.
- Works in collaboration with and provides guidance and direction as needed to the accounting manager. Reviews and approves all general ledger entries and periodic financials, reviews all payables and revenue reports, inventory reports and entries, signs checks, manages bank accounts and all banking relationships. Meets with Stanford University accounting team on an annual basis to review and audit accounting and other Camp systems.

**Camp Richardson Resort & Marina, South Lake Tahoe, CA**

May 2008-July 2011

#### Payroll/Staff Accountant

- Completed semi-monthly payroll calculation and processing. Calculated and submitted payroll taxes associated with each payroll cycle, reconciled payroll accounts and taxes on a quarterly and annual basis.
- Reported to CFO with monthly close duties including bank reconciliation, producing financial statements and sales tax reporting and payments.
- Created and reported Granger-Thye reports submitted monthly to the USFS.

**Pasha Corporate Housing, San Diego, CA**

August 2005-February 2008

#### Operations Manager

- Prepared and reviewed lease agreements for corporate and private clients for over 250 properties nationwide.
- Directed all service teams and maintenance service vendors' daily activities, including apartment turnover, service requirements and maintenance. Monitored all outside service and vendor production. Scheduled housing set ups including utilities and furniture deliveries.
- Ensured all safety and fair housing law guidelines and liability concerns were addressed and incorporated into a company wide culture.

**Leo Hamel & Co. Fine Jewelry, San Diego, CA**

**August 2003-August 2005**

**Director of Human Resources**

- Responsible for procuring, interviewing, hiring, establishing and reviewing all staff.
- Handled all aspects of HR, including development of employee handbook and company policy manual and core training procedures.
- Developed special events for customers, employees, vendors and fellow retailer stores as well as team building workshops. Maintained a positive relationship with businesses and fellow members of the trade on a local and national level including the JCK Trade show, Hearts on Fire Corp, The San Diego Employers Association and the GIA.

## **Education**

**Bachelor of Science, Business Management**

**April 2003-May 2005**

**University of Phoenix, San Diego, CA**