

Jennifer M. Frasso

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Experienced Business Manager Interested in an Opportunity at a Small Professional Firm

SUMMARY OF QUALIFICATIONS

Over 24 years' experience working for construction and engineering firms. Skilled in financial management, payroll and daily company operations. Qualified human resources administrator. Successfully developed and implemented management and accounting procedures for two start-up companies.

PROFESSIONAL EXPERIENCE

Senior Director of Operations since 2017
LIBERTY ENVIRONMENTAL, INC.

2004 – Present
Reading, PA

Environmental consulting and engineering firm formed in 2004, specializing in land and water remediation, water treatment systems, air quality control and permitting, wetlands delineations, and greenhouse gas analysis.

Effectively implemented the accounting system, human resource functions and decreased operating expenses. Improved cash flow by developing consistent collection procedures. Directed the company's move to a new office twice in 13 years, which included researching services for data and telephone systems, overseeing the office build-out and coordinating the physical move. Implemented a new project management software database and trained company personnel in 2013. Coordinated the integration of two consulting firms acquired by Liberty, and the opening of three satellite offices. Current responsibilities include:

- ❑ Preparing financial statements, payroll, use and city tax returns
- ❑ Invoicing clients, managing accounts payable and receivable
- ❑ Assisting company partners with firm management, policies & procedures
- ❑ Administering the 401(k) plan
- ❑ Managing human resources, including employee benefits plan
- ❑ Directing the business risk management program
- ❑ Determining IT requirements and solving minor IT issues

Previous Roles at Liberty Environmental, Inc.:

Office Manager	2004 - 2008
Business Manager	2008 - 2013
Director of Operations	2013 - 2017

<i>Office Manager</i>	2003 – 2004
PRECISION PAVEMENT, INC.	Reading, PA

Asphalt paving contractor, serving commercial and residential clients throughout Pennsylvania, New Jersey, New York and Maryland.

Implemented a computerized accounting system and customer management program. Guided the company through a corporate name change and developed a marketing strategy. Successfully completed all tasks during a one-year employment contract.

<i>Office Manager</i>	1992 – 2003
WINGCO DEVELOPMENT CORP.	Reading, PA

Construction company specializing in residential and commercial development. Subsidiaries included a carwash, storage units and a property management company.

Successfully designed and implemented accounting and management policies for the carwash and storage unit start-up businesses. Reviewed and coordinated construction projects with clients and subcontractors. Responsibilities included:

- ❑ Management of the accounting and human resource departments
- ❑ Management of residential and commercial rental properties
- ❑ Assisted clients during all phases of the construction of their homes

EDUCATION AND SKILLS

- ❑ Elizabethtown College Graduated 2011
A.S. Business Administration
- ❑ Notary Public since 2001; current commission expires 2021
- ❑ Microsoft Office Suite, QuickBooks, BillQuick

PROFESSIONAL AFFILIATIONS

- ❑ Society for Human Resource Management, National and Berks Chapter
- ❑ Pennsylvania Association of Notaries