

BONNIE JAMES

SUMMARY

An established professional dedicated to leadership and fiscal management of not-for-profit and for-profit organizations in Canada and the U.S. Committed to providing top quality financial management and executive leadership in business and association management.

ACHIEVEMENTS

- Provide high quality financial management, bookkeeping, budgeting and reporting for Megram Consulting Services Ltd. for the past two years, 15 years with a previous employer.
- Manage the operations of the business as senior office manager including supplier relations and contracting.
- Independently supervise a staff of ten on a daily basis.
- Provide bookkeeping, budgeting and financial statement preparation for six national associations.
- Manage the budgeting and planning process for clients.
- Provide and hold the position of Executive Director for three associations, one in which I have held the position for 10 plus years with four contract renewals.
- Ensure that government reports, remittances, invoices and forms are completed accurately and timely.
- Manage millions of dollars in budgets in support of firm's client base.
- Instrumental in launching a profession magazine for the Canadian Die Casters Association as well as restructuring their directory and web design that resulted in increased profits.
- Develop clear understandings of the legal reporting requirements for the for-profit and not-for-profit association clients.
- Earn the respect and trust of all individuals (staff, management and association executive and volunteers) involved in the businesses by dedication to what needed to be done.

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EMPLOYMENT HISTORY

Megram Consulting Services Ltd.

2007 – current

- The Senior Office Manager of 10 full and part-time employees, Executive Director for the Canadian Die Casters, Armed Forces Pensioners’/Annuitants’ Association of Canada & the Council for Accreditation of Canadian University Programs in Audiology & Speech-Language Pathology (CACUP-ASLP). The Chief Administrative Officer of the Association of Canadian Occupational Therapy University Programs (ACOTUP).
- Responsible for managing the office, financial recording, reporting and budgeting for the firm and all clients.
- Assist with the marketing of the business, including proposal writing.

The Association Management Company

2006-2007

- Employed as the Ottawa Office Manager and Financial Manager.
- Responsible for managing the Ottawa operations, financial recording, reporting and budgeting and assist with the marketing of the business.

Clarke Association Services Inc.

1992-2006

- Employed as an Association Administrator, Financial Manager, Office Manager and Executive Director.
- Responsible for Payroll, Government reports, Budgeting, Accounts Payable, Accounts Receivable, Event Planning, Development of Publications, Minute Taking, Contracting.
- Provided Bookkeeping and Financial Management Services for the organizations that appear in Appendix A.

EDUCATION & TRAINING

Certified General Accounting (CGA)

Finance 1 & 2, Law, Economics and Business Writing

Certified Quality Assessor

Institute of Quality Assessment

Advanced Interior Design Diploma

Algonquin College, Ottawa

SOFTWARE CAPABILITIES

Microsoft Outlook, Microsoft Works, Access, Excel

Simply Accounting

PowerPoint & QuarkXPress.

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APPENDIX A

Administrator & Coordinator

Institute of Quality Assessment
Pinetree Traders Inc.

Executive Director

Canadian Die Casters Association

Finance & Office Manager

Aboriginal Financial Officer Association
Agriculture Canada's National Deputy Minister's Rural Workshop
Arbitration & Mediation Institute of Canada
Art Libraries Society of North America
Campus Stores Canada
Canadian Association of Fire Chiefs
Canadian Association of Gerontology
Canadian Association of Nurses on Oncology
Canadian Association of University Continuing Education
Canadian Consulting Agrolologists Association
Canadian Council for the Advancement of Education
Canadian Die Casters Association
Canadian Geriatrics Society
Canadian School Board Association
Canadian Society of Association Executives
Council of Federal Libraries (seminars and meetings)
Environment Canada's National Deputy Minister's Conference on Networks
Forum for International Trade Training
Industry Canada's Trade Show & Training Sessions on Entrepreneurial Success
Institute of Quality Assessment
International Public Personnel Management Association
Meeting Planners Society (Ottawa Chapter)
Meeting Professionals International
Mensa Canada Society
Museums Computer Networks
National Transportation Week
Ottawa-Carleton Manufacturer's Network Monthly Luncheons
Registered Gaming Suppliers of Ontario
The Canadian Human Resource Planners
The National Library of Canada
United Way of Lanark County