



## Mary Malone

*Consultant*

### ABOUT MARY

Mary is a dedicated, creative professional with 25+ years of experience serving companies in various industries and nonprofit organizations and being an engaged, self-employed small business owner. She capably delivers a full range of bookkeeping services, successfully leads projects and teams, and effectively improves accounting and recordkeeping processes.

With a well-rounded skill set, Mary is adept in accounts receivable, accounts payable, general ledger maintenance, account reconciliations, financial reporting, budgeting and payroll processing. She is knowledgeable about business plans, the audit process and fundraising operations and is experienced in gathering, producing and maintaining records for internal and external compliance purposes. Mary is proficient in QuickBooks and comfortable processing transactions related to program-specific tracking and reporting.

Clients value Mary's proven leadership abilities and excellent communication, team building, organizational and problem-solving skills. Her commitment to helping clients achieve their business goals makes her a trusted professional on project engagements.

### INDUSTRY EXPERIENCE

Arts & Theater, Construction, Education, Entertainment, Event Management, Nonprofit, Religious Organizations, Retail, Start-up Companies

### EDUCATION

- Capital University Conservatory of Music, Bachelor of Music, Music Education, *magna cum laude*