**Teresa A. Martin**

**3413 Underwood Road SE Conyers, GA, 30013**

**Phone: 404-277-1662 Email:** Teresam4610@gmail.com

**Professional Experience**

**American Cancer Society Atlanta GA-Grants Management Assistant 2012-2018**

* Liaison between the Program Director and grantees for all modification requests. While maintaining the highest level of customer service.
* Exercises discretion and independent judgment to determine the correct response to triage incoming telephone, e-mail and written requests from various constituents and appropriately delegates to other staff.
* Strong attention to detail for data entry within our internal data base systems for grantees.
* Determine that grants are initiated, track progress, create and maintain files
* Implemented a time saving method to assist the Program Coordinators with our bi-annual Peer Review Meetings.
* Assisted with the fund-raising department goals for Relay for Life, and Making Strides, and the coordination of a patient’s dinner at Hope Lodge.

**American Cancer Society (Contractual) Atlanta GA 2011-2012**

**Regional Telecom Analyst**

* Review monthly telephone charges including fees, taxes, and other charges via the vendors automated billing system.
* Develop and maintain a periodic process that audits actual detail lines/ sites verses executed vendor agreement.
* Instrumental in keeping all accounts payable accounts for the region balanced monthly.
* Research all invoices that are received to ensure all payments have been posted correctly.
* Ensuring that all invoices are coded correctly before entering in the Lawson system for processing.
* Daily updating a spreadsheet to monitor all invoices received and processed.

**United States Army – Germany**

**Education:**

Art Institute of Atlanta, GA

Culinary Arts Degree

Davenport University (formally Great Lakes College) - Saginaw, MI

 Associates Degree: Para-Legal