

Randy Gentry

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Objective

To apply office management skills and administrative experience to benefit the growth and development of a dynamic organization.

Summary

- Proficient in Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft Project, Microsoft Outlook, Microsoft FrontPage, Microsoft PowerPoint, Peachtree Accounting, QuickBooks Premier, Pinnacle Studio, Adobe Premiere Elements and Digital Photography.
- Accomplished and integrity driven professional, offering over 10 years of customer and client service, project management, office management, IT implementation and facilities management.
- Proven ability to rapidly develop any specialized knowledge needed to perform at peak efficiency.

Community Experience

- Volunteer website management and sports photography for Grand Rapids University Preparatory Academy
- Volunteered at Coit Creative Arts Academy.
- Volunteered on Northern Little League's Board of Directors as webmaster and coach. (2006-2011)
- Serve on LifeBuilders West Michigan Steering Committee

Professional Experience

SPORTMANS LIQUIDATION OUTLET - Grand Rapids, Michigan

Manager, July 2010-Current

Manage store to meet company's targets and maintain policies. Responsibilities include inventory accuracy, staff training and maintenance of safety, security and loss prevention.

LIFEBUILDERS WEST MICHIGAN - Grand Rapids, Michigan

Technical, Administrative and Marketing Support, January 2005-Current

Maintain and host corporate website and act as liaison for information and material requests. Assist with corporate outreach events.

Provide administrative support and computer training. Audio/Video recording, editing and production. Developed and maintain database and reports as needed for donors and mailings. Provide administrative support and computer training.

GUIDING LIGHT MISSION - Grand Rapids, Michigan

Re-Entry Case Manager, January 2006-December 2008

Met with prospective employers and housing representatives to explain the program and request their participation. Developed and maintained database to track and publish interested employers and property owners, and to provide reports to upper management. Facilitated monthly alumni meetings and events as well as keep in contact with alumni throughout the month.

- Strategically assisted and empowered clients in all aspects of job searching that will result in full time permanent employment.
- Met 97% of the internally set goal of 30 men in housing and met internally set goal of 30 men in jobs for 2006.

PRISON FELLOWSHIP - Grand Rapids, Michigan

Ministry Support Center Manager, October 2007-February 2008

Served as working manager of Ministry Support Center (MSC) that provides administrative support to Field Staff, Ministry Leadership Teams and Ministry Delivery Teams. Responded to calls and requests from area volunteers, churches/pastors, chaplains, DOC and the general public.

- Revamped and maintained resource web site. Reworked volunteer contact lists and updated records. Registered and provided information to those interested in being trained for prison in-service. Helped coordinate out of town training sessions.

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PREGNANCY RESOURCE CENTER - Grand Rapids, Michigan

Finance and Operations Director, July 2002-November 2004

Responsible for all Financial, Operating and IT processes: Managed the annual audit process, development of the annual budget including budget reports and financial statements, prepared the ECFA annual membership review, as well as maintained banking, insurance and retirement vendor relations. Supervised governmental reporting and licensing for the organization.

- Invited to recreate and modernize the financial, operational and technology processes after corporate split in 2001. Replaced 2.6 former full time staff members.
- Provided oversight of the financial affairs for a \$1 million budget as well as business components of all departments of the organization. Recreated all financial board and forecasting reports to more effectively communicate position.
- Re-established and enforced proper financial policies, controls and procedures for the organization.
- Managed the annual audit process, development of the annual budget including budget reports and financial statements, prepared the ECFA annual membership review, as well as maintained banking, insurance and retirement vendor relations.
- Supervised all necessary governmental reporting and licensing for the organization.
- Donor database revisions resulted in cutting return postal charges by 70% during my term.
- Directed all information systems including network management and creating strategic solutions. Within 6 months of hire, co-authored a \$100K+ grant to replace technology that had a 30-40% downtime. Purchased and integrated new systems, cabling, internet lines and servers for multiple locations without sacrificing the unrestricted revenue for FY 2003 which resulted in bare minimum downtime for all computer users and counselors.

OLD KENT MORTGAGE COMPANY - Grand Rapids, Michigan

Senior Project Specialist, February 1998-May 2002

Planned, delegated and controlled projects to assure project team members understood assigned tasks and responsibilities. Developed and maintained Microsoft Access databases, reports, and standard documents for the department which included a multitude of project task databases: smart query report sets: project planning matrix: accounting general ledger reports: test scripts: procedure manuals.

- Streamlined and upgraded departmental systems, policies and procedures reducing time to clean up and bundle loans.

Education

Liberty University
Lynchburg, Virginia

Grand Rapids Community College
Grand Rapids, Michigan