

DEIDRE VERONICA HILL  
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## SUMMARY OF QUALIFICATIONS

**FINANCIAL:** Receivables and payables processing, including retainer and time and expense billing; general ledger accounting; federal and multi-state tax reporting; preparation of federal and state lobbying, PAC and foreign registered agent reports; state and federal grant administration; private sector contract administration; long and short term investment planning; payroll; cash management and forecasting; management of multiple trust and escrow accounts; financial reporting and analysis; line item and project based budget documentation, preparation and reconciliation; accounting systems design and implementation; enforcement of internal control regulations; company liaison for annual audit; entity startup and liquidation; extensive for-profit and non-profit experience; paralegal case management and litigation support

**HUMAN RESOURCES:** Supervision of multi-state employee benefits and pension plan administration (including pension and retirement planning, 401k and defined benefit contribution plans, ERISA, TEFRA and COBRA, health, life, short-term and long-term disability, workers' compensation, "cafeteria-type" benefit plans); annual revision of policy and procedure manuals to facilitate conformity with Federal and State statutes; recruitment, training, evaluation, disciplinary management and termination of clerical, management and professional personnel

**SYSTEMS MANAGEMENT:** Responsible for manual and automated systems analysis and operational audits; compilation and revision of systems procedure manuals; research and development with cost / benefit analysis for continued system enhancement and reinforcement; installation and ongoing, day-to-day maintenance of PC and Macintosh based local area networks, including review of hardware and software procurement, ongoing staff training and troubleshooting; automated information storage and retrieval through database construction and maintenance; paralegal case management and litigation support

**FACILITIES MANAGEMENT:** Key participant in lease negotiations and space selection, space planning, design and utilization, office renovation and relocation; purchasing and inventory control; preparation for annual audit and renewal process for all office insurance policies including business liability, malpractice, fidelity bond, officers' and directors' liability, workers' compensation, travel, property and umbrella coverage. Supervision of all office support services (e.g., mail room, switchboard) general plant and equipment maintenance and all off site services; meeting planning and execution, including, but not limited to space selection, lodging arrangements, catering and presentation requirements

## EMPLOYMENT HISTORY

Chaconas & Wilson, PC (Certified Public Accountants) Administrator / Controller Responsible for all phases of financial, human resources, systems and facilities management. Perform accounting service work (bookkeeping, payroll, etc.) for small and medium size businesses.	January, 2004 to Present
eSentio Technologies (Technology Integrator / Consultant) Temporary Administrator Responsible for all phases of financial, human resources, systems and facilities management.	March, 2003 to January, 2004
Infotech Strategies, Inc. (Public Relations & Coalition Management) Administrator Responsible for all phases of financial, human resources, systems and facilities management for a "startup company".	August, 2000 to March, 2003
Covington & Burling (International Law / Litigation) Temporary Billing Supervisor Responsible for client billing, research and special projects.	June, 2000 to August, 2000
The Williams Companies, Inc (Government Affairs) Administrator Responsible for all phases of financial, human resources, systems and facilities management. Primarily responsible for build out of 12,500 sq. ft. and subsequent relocation of offices.	December, 1998 to April, 2000 Position Abolished

**EMPLOYMENT HISTORY (continued)**

Shawn, Mann & Steinfeld, LLP  
(International Law / Litigation)  
Administrator

April, 1997 to November, 1998

Responsible for all phases of financial, human resources, systems and facilities management for multiple offices; paralegal case management and litigation support. Planned and executed conversion from STI to ELITE.

McManus, Schor, Asmar & Darden, LLP /  
Lyon & McManus  
(Corporate / Litigation Law Firm)  
Administrator

November, 1996 thru April, 1997

Responsible for all phases of financial, human resources, systems and facilities management; paralegal case management and litigation support. Assisting in liquidation of partnership (Lyon & McManus) as well as startup of new entity.

William C. Smith and Company, Inc.  
(Property Management Firm)  
Assistant Controller

June, 1994 thru August, 1996

Responsible for all phases of financial and human resources management for fifty-four rental properties located in metropolitan Washington, DC.

Holy Childhood Association, Inc.  
(Pontifical Mission Aid Society)  
Financial Administrator

May, 1993 thru June, 1994

Responsible for all phases of financial and human resources management for 176 (arch)dioceses nationwide, as well as the financial, human resources, systems and facilities management for the National Office.

Conway and Company, Inc.  
and Affiliated Concerns  
(Public Relations and Consulting)  
Comptroller

January, 1990 thru October, 1992

Ceased operations on October 31, 1992

Responsible for all phases of financial, human resources, systems and facilities management for public relations firm and subsidiary consulting firm. Prepared for and assisted outside accountants / attorneys with final liquidation.

Feith and Zell, PC  
and Affiliated Concerns  
(International Law and Consulting)  
Administrator

July, 1987 thru January, 1990

Responsible for all phases of financial management and varying phases of human resources, systems and facilities management for offices located in DC and Israel; paralegal case management and litigation support. Additional responsibility for all phases of management of separate lobbying and consulting firms resident in the DC office.

**SOFTWARE PROFICIENCY**

CPA Software Suite, ProSystem Tax Preparation Suite, GO System Audit, EasyAcct Depreciation Suite, Software Technologies, Inc (TABSI) (all modules), ELITE Information Systems (all modules), MAS90, ACCESS Real Estate Accounting, Peachtree Accounting, Real World Accounting, Champion Business Systems, QuickBooks, Barrister, Blackbaud Non-Profit Accounting, TimeSlips Deluxe and related products, LOTUS 1-2-3, QuattroPro, Novell PerfectOffice, Front Page, Quark, MS Publisher, MSAccess, MSOutlook, MSOffice (Word, Excel and PowerPoint), LEXIS/NEXIS, Summation, Concordance, iManage, InterAction, PC DOCS, DOS, UNIX, Windows, WindowsNT (Server & Workstation), Novell Netware 2x, 3x and 4x,

**EDUCATION**

Georgetown Visitation Preparatory School  
College preparatory, business and computer courses.

Strayer University  
B.S., Accounting – In progress

Catholic University of America  
B.A., Theology – In progress

**PROFESSIONAL MEMBERSHIPS**

American Society of Association Executives (1993 to present)  
Association of Accounting Administrators (2004 to present)  
Association of Legal Administrators (1988 to present)  
Member, Board of Directors Anchor Mental Health (1993 to 2002)  
Member, Vestry of All Souls Episcopal Church (2005 to present)  
Member, Congregational Audit Committee for the Episcopal Diocese of Washington, DC

**NOTARY PUBLIC-- DISTRICT OF COLUMBIA**