

Amanda L. Bridges

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Experience:

Assistant VP for Advancement Services, University of North Georgia, Dahlonega, GA

January 2013 – Present

- Provide administrative oversight for the advancement services staff, to including guidance and support necessary for professional development and success.
- Develop, implement, and provide effective project management for the advancement services unit, including stewardship, events, accounting and finance, communications, data management, and philanthropy.
- Work collaboratively with advancement management to ensure that cross function teams work to drive multi-program goals with other offices in advancement and on campus.
- Serve as the primary liaison for advancement services unit with external parties, including auditors, bank and investment contacts, and the UNG Foundation finance and audit committee.
- Oversee compliance with government regulations and reporting standards for the UNG Foundations and Alumni Association.
- Develop and manage the UNG Foundation's annual unrestricted budgets.
- Create, monitor, and update policies and procedures for the advancement services unit.

Director of Foundation Accounting, North Georgia College & State University, Dahlonega, GA

September 2011 – January 2013

- Develop financial reports for financial analysis, forecasting, trending, and results analysis. Interprets financial data and events for users who must make economic or business decisions.
- Provide financial information to faculty, staff, executive director, trustees, and auditors.
- Work with external auditor to complete annual NGCSU Foundation audit.
- Allocate investment income monthly to approximately 150 endowments.
- Process accounts payable according to standard accounting practices.
- Create and process journal entries into various accounts, reconcile reports and financial data.
- Prepare annual unrestricted budget for the NGCSU Foundation.
- Work with Office of Advancement team on special projects, events and activities.

Chief Accounting Officer, Abraham Baldwin Agricultural College, Tifton, GA

February 2009 – August 2011

- Serve as the ABAC Foundation, Inc. Chief Financial Officer.
- Provide management for all ABAC Foundation assets, totaling over \$68 million. Assets include, but are not limited to, endowments, trusts, grants, scholarships, and real estate.
- Develop, implement, and enforce policies and procedures for the ABAC Foundation to ensure fiduciary responsibilities are maintained.
- Develop reporting processes and provide executive level reporting to the ABAC Foundation Board of Trustees.
- Provide financial reports to faculty, staff, and administrators.

- Work with external auditor to complete annual ABAC Foundation and LLC audits.
- Allocate investment income monthly to approximately 125 endowments.
- Approve expenditure disbursements and process accounts payable according to standard accounting practices.
- Post accounts receivable batches from Raisers Edge and prepare bank deposits.
- Prepare annual budgets for ABAC Foundation, First and Second ABAC, LLCs.
- Provide leadership and organizational support for the ABAC Foundation.
- Work with the Office of College Advancement team on special projects, events and activities.

Administrative Coordinator, Abraham Baldwin Agricultural College, Tifton, Georgia
November 2005 – January 2009

- Serve as the ABAC Foundation Executive Secretary, duties include organizing meetings, recording official minutes, and corresponding with Board of Trustee members.
- Establish accounting systems for ABAC Foundation LLC accounts.
- Manage ABAC Foundation LLC accounts, including accounts payable, budgeting, reporting, and bank reconciliations.
- Insure compliance in legal documents associated with bond indebtedness for ABAC Foundation LLCs.
- Work with external auditor to complete ABAC Foundation LLC audits.
- Assist the College Advancement Officer in all aspects of major capital campaign projects, including strategic master planning and project implementation.
- Work with the Office of College Advancement team on special projects, events and activities.

Associate Accountant, UGA Veterinary Diagnostic Laboratory, Tifton, Georgia
January 2003 – November 2005

- Maintain laboratory accounts, including setting up accounts, entering financial data, and reconciling accounts with UGA Account Status Reports.
- Compile data, post, and maintain records of financial transactions, examine accounts for accuracy, and prepare financial reports.
- Prepare time cards and payroll vouchers for departmental approval.
- Process purchase orders, and resolve any discrepancies with vendors and/or UGA Procurement.
- Serve as back-up Business Manager for monthly client billing and other job-related tasks.

Education:

Valdosta State University, Valdosta, Georgia
Masters of Business Administration, December 2008
Graduated with a 3.80 GPA

Georgia Southwestern State University, Americus, Georgia
Bachelors of Business Administration in Management, July 2005
Graduated with a 3.94 GPA

Abraham Baldwin Agricultural College, Tifton, Georgia
Associate of Science in Computer Science, June 2000
Graduated with a 3.56 GPA

References:

Andrew J. Leavitt, Vice President for University Advancement
University of North Georgia
82 College Circle
Dahlonega, GA 30597

Melvin Merrill, College Advancement Officer and ABAC Foundation President
Abraham Baldwin Agricultural College
ABAC 13, 2802 Moore Highway
Tifton, GA 31794

Keith Barber, Vice President for External Affairs and Advancement
Abraham Baldwin Agricultural College
ABAC 13, 2802 Moore Highway
Tifton, GA 31794

Charles Baldwin, Retired Director
University of Georgia, Veterinary Diagnostic Laboratory
43 Brighton Road
Tifton, GA 31793