

Hillary M. Brooks

575 Fairmount Avenue, Oakland, CA 94611 · (510) 655.3597
hillary@headfullabrain.com · (347) 731.6150

COMPUTER CONSULTANT • BOOKKEEPER • ADMINISTRATOR

EXPERIENCE **Computer Consultant and Bookkeeper, 1995–present**

Freelance — *New York, NY, Los Angeles, CA and San Francisco, CA*

- Consult with non-profit organizations, small businesses and individuals to provide Macintosh technical support and training, as well as bookkeeping and FileMaker Pro database design on the Mac or PC.
- Have used QuickBooks and Quicken for ten years, and assist clients in setting up and cleaning up their systems.
- Develop large-scale database projects like the comprehensive student registration, administration and admissions relational database built for the CalArts School of Music.

Independent Record Label Owner/Manager, 2001–present

head fulla brains, LLC — *New York, NY and Oakland, CA*

- Run small record company with several critically-acclaimed releases of my own music.
- Perform all QuickBooks accounting functions, including APs, ARs, bank reconciliation, petty cash, sales fulfillment, inventory and financial statements.

Information Technology Specialist, 2002-2005

Condé Nast Publications (Fairchild Publications Division) — *New York, NY*

- Worked Macintosh/PC Help Desk which supports staffs of multiple magazines, made onsite and remote technical support calls, trained new Help Desk staff.
- Created, compiled, published and maintained comprehensive documentation of company systems, servers and procedures for use of Help Desk and other IT staff.
- Administered FileMaker Pro and other application servers; also worked with Microsoft Outlook and a host of other applications and utilities.
- Documented support cases using TrackIt and PeopleSoft CRM software.

Macintosh Instructor, 1995–1997

Media Alliance and Compass Point — *San Francisco, CA*

- Highly-rated by students for classes in FileMaker Pro, Microsoft Excel, Microsoft Word, Microsoft PowerPoint and Macintosh Basics at non-profit training organizations.
- Designed instructional booklets and curriculum for classes.

Associate Director, Finance/Administration, 1993–1995

Media Alliance — *San Francisco, CA*

- Performed all accounting functions for non-profit organization, including APs, ARs, payroll, bank reconciliation, fund accounting allocations and financial statements.
- Converted cash-basis paper system to accrual method in Peachtree for the Mac.
- Supervised administrative staff, assisted Executive Director in managing organization.

Director/Manager, 1992–1993

Inner Sunset Community Food Store — *San Francisco, CA*

- Ran Accounts Payable department, participated in many other areas of collective.

EDUCATION

Master of Fine Arts in Jazz Performance, May 2000

California Institute of the Arts — *Valencia (Greater Los Angeles), CA*

Courses in General and Non-Profit Accounting, 1993

UC Berkeley Extension, City College and The Support Center — *San Francisco, CA*

Bachelor of Science in Mass Communications, magna cum laude, January 1993

Boston University College of Communication — *Boston, MA*