

MYRNA BACURIN

Education

- 2000 Associate of Arts
Riverside Community College, Norco, California
- 2000 Associate of Science
Riverside Community College

Professional Experience

- 2017 – Present Office Manager/Project Coordinator
ACS Ventures, LLC; Las Vegas, NV
Responsibilities: Human resource management, maintaining accounts payable, accounts receivable and monthly billing, managing all business license requirements, filing quarterly tax statements, and handling all expense reporting directly with clients.
Project Coordination duties include organizing, attending and participating in stakeholder meetings, documenting and following up on important actions and decisions from meetings, preparing presentation materials for meetings and keeping/distributing meeting minutes for various boards and assisting the ACS staff with data collection and organization.
- 2005 – 2017 Executive Assistant
The Consulting Group, Inc., Irvine, CA
Responsibilities: Manage multiple companies for one individual; maintain and prioritize daily tasks and projects including: scheduling appointments, booking travel, expense reports and handling personnel matters for Owner. Manage business and personal calendars including extensive domestic and international travel arrangements. Handle financial information and records including credit card reconciliations and personal insurance management; processing expense reports and invoices for payment, implement processes and procedures that increase operational efficiency; produced high-level communications ranging from highly confidential to policies and procedures.
- 2003 – 2005 Office Manager
Fenestration Systems, Inc., Corona, CA
Responsibilities: Provided client service while maintaining timely and effective resolutions to client inquiries; handled all incoming and outgoing correspondence. Performed clerical duties, such as scheduling appointments and updating appointment calendars. Maintained clients' accounts by obtaining, recording, and updating personal information. Responsible for handling the fundamental aspects of employee payroll, financial recordkeeping, including recording financial transactions, managing accounts payable, and reconciling bank statements.
- 1997 – 2003 Colocation Consultant
The Consulting Group, Inc., Irvine, CA

Responsibilities: Managed existing wireless telecommunications facilities including vendors, bookkeeping, AP/AR, identified potential wireless site locations, worked with local jurisdictions on permitting, etc. Completed colocations with new carriers on existing sites; Assembled and submitted candidate packages for client approval. Worked with multiple jurisdictions to obtain planning approval for proposed cell sites, as well as modifications on existing sites. Reviewed the quality and completeness of site-specific documentation, tracked progress on all open transactions; completed collocation applications and associated documents, prepared, submitted, and obtained land use entitlement applications which included presentations before governmental or architectural review boards. Assisted the administration, planning, operations, and work of consultants and subcontractors.

Service

2017 – 2019

Treasurer, Eader Elementary Parent Teacher Association

2019 – 2020

Financial Secretary, Eader Elementary Parent Teacher Association
Secretary, Eader Elementary School Site Council
Reflections Chair, Huntington Union Council Parent Teacher Association

2020-2021

Vice President Programs, Eader Elementary Parent Teacher Association
Secretary, Eader Elementary School Site Council
Reflections Chair, Huntington Union Council Parent Teacher Association

2021-2022

Fundraising Chair, William Burrus Elementary Parent Teacher Organization