

Lisa Jurries

Profile:

Operations and finance professional with extensive experience supporting financial workflows, data accuracy, and cross-functional operations. Skilled in commission reporting, reconciliations, invoice processing, budgeting support, and ERP/CRM administration across Salesforce, NetSuite, QuickBooks, Fishbowl, Easitrax, and Zendesk. Strengthens data integrity, streamlines processes, and improves financial reporting through structured, detail-driven support.

Education:

Business Administration, Management Information Systems | Washington State University, Magna cum laude, 2026
Associate in Arts (AA-DTA) | Clark College, High Honors, 2024
Associate in Applied Technology, Web Development | Clark College, Honors, 2021

Certifications:

2024 Certified | Nonprofitready, Diversity, Equity & Inclusion Training
2024 Certified | SkillUp, Project Management Professional (PMP) Basics Certificate
2024 Certified | FreeCodeCamp, Responsive Web Design Certificate
2023 Certified | National Safety Council Adult First Aid, CPR & AED Training
2021 Member | Phi Theta Kappa Honor Society Alpha Sigma Phi Chapter

Relevant Experience:

Management Consultant | Fastfire Services in Vancouver, Washington
March 2013 – present

- Operate a part-time small business as a sole proprietor, managing digital content, marketing tasks, client inquiries, scheduling, invoicing, and administrative workflows

Operations Manager | PayRange, VendScreen, and Courtesy Vending in Portland, Oregon
April 2001 - July 2019 | Supported Founder & CEO, Paresh Patel across multiple organizations

PayRange (2014 – 2019)

- Reconciled financial, operational, and engineering data across systems to maintain reporting accuracy
- Partnered with auditors and technical teams to validate system data and resolve discrepancies
- Set up and managed the ACH payments program, scaling weekly transaction volume from \$1 to over \$2M
- Updated ERP and software tools by validating data changes and communicating financial impacts
- Processed invoices and expenses to support accounting, procurement, and financial operations
- Managed serialized inventory ordering, logistics, and receiving for multi-million-dollar product orders
- Produced pipeline reports to support forecasting, operational planning, and leadership visibility

VendScreen (2010 – 2013)

- Administered NetSuite ERP, establishing financial data structures, user roles, and reporting frameworks
- Processed invoices and expenses to support accounting, procurement, and operational finance workflows
- Directed deployment teams and improved processes through financial and operational analysis
- Maintained accurate records and documentation to support compliance and financial reporting
- Updated system data and integrations to ensure financial and operational accuracy across platforms

Courtesy Vending (2001 – 2012)

- Processed 150+ monthly and 400+ quarterly commission checks and reports with accuracy and timeliness
- Performed monthly bank reconciliations in QuickBooks, resolving discrepancies to maintain ledger accuracy
- Analyzed sales and inventory data to guide purchasing decisions and optimize operational costs
- Streamlined financial workflows through accurate invoice handling, reporting, and budget tracking
- Supported inventory valuation and accuracy through warehouse organization, rotation, and handheld audits

LinkedIn: <https://www.linkedin.com/in/lisajurries/>