

**Grace Mendoza-Ehm**

Vice President / Chief Financial Officer / Controller

Grace co-founded Ehm Architecture with Randal Ehm in 1991. She has a very personable manner, and is a great asset to our firm in client contact and retention. She oversees all contracts and verifies that all contractual procedures are met, with strong emphasis on our term contracts for public agencies. She also heads up our in-house Continuing Education programs, which are held quarterly.

Mrs. Ehm is the force behind our Mentorship Program, whereby we offer to involve students of the design and construction industries in our projects. She works with educators to help establish curriculum, then monitors student progress through the course of their involvement in our projects.

**WORK EXPERIENCE****1998 - Present****Ehm Architecture, Inc.**

Vice President / Chief Financial Officer

Prepares invoices for clients according to contract; Handles Accounts Payable and Payroll, reviews timesheets; directs Human Resources; Assists Principal Architect with the coordination of subconsultants and preparation of new contracts; Prepares financial statements, including profit and loss statements on current and previously completed projects; Reconciles bank statements; Works closely with accountant; Prepares end of the year financial reports including W-2, 1099, D6, 941, and other related Internal Revenue forms as well as State forms; Delegates assignments to clerical staff; Coordinates office events; Assists Principal Architect with marketing and sales.

**1996-1998****Pacific Bell**

Sales Representative

Handled a high volume of incoming calls; Assisted customers by providing new telephone service. Helped customers in making informative decisions, based on their lifestyles, on which telephone service best met their needs. Made payment arrangements for customers who were unable to make full payment on their accounts on time. She was also the top salesperson on her team.

**1992-1996****San Diego Unified School District**

Administrative Assistant

Worked on various assignments and school sites for the San Diego Unified School District: Assistant to an administrator in the Maintenance and Operations Department; Answered and routed telephone calls; Typing and filing; Kept an updated log of potential new hires; Prepared pamphlets and other materials related to the new staff; Coordinated events for parents, staff, and students. Worked in the budget department; Provided information to school sites and staff regarding the status of their accounts; prepared countless charts, graphs, and other information requested by the school board and administrators.

**EDUCATION****1994 -1996****Mesa College**

Accounting, Bookkeeping, Marketing, Office Management, English, Spanish, Microsoft Applications