

DORA CHANEY

773-372-3555

dora.chaney@outlook.com

204 E. Water St, Watertown

PROFESSIONAL SUMMARY

Detail-oriented administrative and operations professional with strong experience in data accuracy, record maintenance, process improvement, and supporting team payroll/HR-related functions. Proven track record managing operations, financial tracking, team coordination, and compliance in fast-paced retail and business environments. Excel at data entry, report generation, expense tracking, and delivering excellent internal customer service.

EXPERIENCE

Founder & CEO, CMO & CTO of G&G App Development LLC & Treasurer of the WHS

Founder & CEO, CMO & CTO - October 2024 - Present

Treasurer - May 2026 – Present

- Manage financial records, budgeting, expense tracking, and compliance for LLC and nonprofit board; ensure accurate reporting and timely processing of payments and reimbursements..
- Provide support to teams and stakeholders on financial and operational inquiries, maintaining confidentiality and accuracy.
- Host fundraising events on a weekly basis, bringing in ~\$20K/yr
- Created a web app that has 1k+ users within 1 month of launch (Launched June 20th)

Marketing Lead & Events Manager / Operations Support

Fox Lake Country Antique Mall - July 2025 – Present

- Conduct detailed sales analysis, Y2Y reporting, and expense tracking to drive operational improvements and revenue growth.
- Create, organize, market, and host major store events that garner 200% increase in sales YOY.
- Support daily operations, process improvements, and administrative tasks for a 22k sq ft multi-vendor facility.
- Coded and maintains website, marketing emails, and social networks.

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EXPERIENCE (CONTINUED)

Marketing Lead → Operations Restructuring Specialist

Elite Trader Funding LLC (Remote) - March 2023 – November 2024

- Provided administrative support by leading weekly cross-functional meetings, streamlining task delegation, data tracking, and presenting updates to leadership for alignment and efficiency.
- Analyzed campaign and customer data to identify trends, correct discrepancies, and drive process improvements that reduced response times by 25%.
- Coached and supported remote team members on performance metrics, records maintenance, and best practices.
- Assisted Accounting in the payout process.

Property Administrator

Kemper Lakes Business Center - January 2022 – March 2023

- Managed administrative operations, tenant records, financial tracking, and compliance documentation for commercial property.
- Supported daily office functions, data entry/updates, report preparation, and inquiry resolution for stakeholders.

Managing Partner Intern – Operations Manager

Outback Steakhouse (Multiple Locations) - May 2019 – November 2020

- Oversaw daily operations, team scheduling/time tracking, payroll-related coordination, and expense management in high-volume restaurant settings.
- Maintained accurate records, ensured compliance with company policies, and resolved team inquiries efficiently.
- Led process improvements and staff training to support operational accuracy and team

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SKILLS

- Microsoft Office Suite
- Data Entry & Accuracy
- Payroll/Expense Tracking
- Record Maintenance & Compliance
- Process Improvement
- Team Coordination & Inquiry Resolution
- Report Generation
- High-Volume Operations
- Confidentiality
- Administrative Support

EDUCATION

Associate's Degree

Wilbur Wright College, Chicago, IL

REFERENCES

Eric Ho

Previous Owner Elite Trader Funding

972-249-7989

Heather VanDam

Executive Director of the Watertown Humane Society

262-370-9586

Cindy Budde

Owner of Fox Lake Country Antique Mall

262-490-0540