

# STACEY DECOME

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## PROFILE

A detail-oriented graduate of public relations with a background in written communications, public speaking, onboarding, client retention and account management.



## EDUCATION

### Bachelor of Science in Public Relations | Kennesaw State University

AUGUST 2016 – DECEMBER 2020

Coursework and research in crisis communications, public speaking, research methods and digital design.



## EXPERIENCE

### Payroll Representative II | UKG

JULY 2022 – PRESENT

Manages payroll and system configuration for one large account. Processes regular and off-cycle payrolls for 4,000 employees. Problem solves with external analysts to ensure accurate and timely pay.

### Onboarding Specialist | Insight Global

MAY 2021 – JULY 2022

Review, amend and approve onboarding paperwork for an average of 80 contractors per week. Problem solve with recruiters and account managers to ensure contractors are paid timely. Create and lead presentations to facilitate processes amongst different departments.



## SKILLS

- Written and verbal communication
- Collaborative problem solving
- Training and development
- Customer service
- Account management
- Data input
- Microsoft Suite



## ACTIVITIES

- Wrote and delivered an award-winning extemporaneous persuasive speech resulting in its publication in Kennesaw State University's course material.
- Composed a media portfolio for the Atlanta Mission with a team of public relations professionals to increase donations and volunteer participation.