

NAME

ACADEMIA - AFTER SCHOOL COORDINATOR ASSISTANT

Sac Prep Elementary School – Volunteer – 5 months

- Accommodated third grade-schoolers who struggled with math and spelling to build their confidence with homework assignments. After homework was done, planned and supervised arts and crafts activities.

NON-PROFIT EXPERIENCE

Greater Sacramento Urban League - Accounting Assistant – 1.5 years

- Responsible for accounts receivable/payable using QuickBooks.
- Processed semi-monthly payroll using ADP Easy Pay Net software.

New Direction Christian Center – Executive Assistant – 6 years

- Updated and maintained church membership and contribution tracking database using Servant Keeper software.
- Payroll administration.
- Communications - followed up and responded to church mail, text message platform, and maintained church website.
- Publications ministry - designed and issued quarterly church newsletter.

WORK EXPERIENCE

Amazon – Warehouse Fulfillment Associate/Safety Ambassador (Part-time) - 3 years

- Perform production duties as needed: pick/pack/ship customer orders.
- Sort packages into routes to ensure we meet the customer promised delivery time.
- Able to lift up to 49 pounds with or without reasonable accommodation.
- Excellent communication skills - able to coach, train and assist team members.

Thompson Rose Chapel, Inc. - Office Manager – 2 years

- Established office procedures.
- Reviewed and approved timesheets.
- Processed cash, checks, and credit card payments.
- Processed bi-weekly payroll using ADP Easy Pay New software.
- Processed accounts receivable/payable and bank reconciliation using QuickBooks.
- Set up appointments for family consultations; compiled various correspondence and reports.

Vanir CM, Inc. – Payroll & Benefits Mgr., Accounts Receivable Mgr., Executive Asst. – 18 years

- Interacted between employees and PPO/HMO insurance carriers.
- Maintained employee databases and issued monthly reports on accrued vacation, holiday, and sick time hours.
- Created and developed insurance benefit handouts for new employee orientation classes.
- Conducted employee verifications and processed new hires and terminations.
- Orientated new employees on company policy.
- Developed a tracking process for CEO's incoming/outgoing correspondence.
- Created various spreadsheets and presentation material.
- Coordinated all management meetings and major company events.

TECHNOLOGICAL EXPERIENCE

- Servant Keeper and ADP Software; Microsoft Excel, Outlook, Word, PowerPoint, Access, and Publisher; Internet, E-mail, Social Media

EDUCATION

Golden Gate University, Sacramento, CA

EMPA, Public Administration and BS, Business Mgmt.