**Brief background**

I am a 20+ black female veteran. My whole family was military. My father died in a car accident in 2014 and I decided to pursue a new career to help others.

**EDUCATION**

**Master of Business Administration,** December 2012.

**Bachelor of Applied Science in Business Administration,** August 2011.

**COMPUTER /** **OFFICE SKILLS**

Operating systems: Mac, Windows XP. Applications: MS Office 2003, 2007, 2010, 2013 {Word, Excel, Access, and PowerPoint Applications**},** KRONOS, PeopleSoft, SAP, Novell, Adobe Pro, Internet Explorer, MS Outlook, Mozilla Firefox and email. Facsimile (fax) machines, scientific calculators, copiers, projectors, and PC printers. Texas Notary. Types 60 wpm.

**WORK HISTORY**

**Administrative Associate LII, College of Medicine, , 12/2012- 10/2014**

* Oversees entries in SAP for HR transactions, such as new hires, terminations, time-keeping/payroll, salary changes and FTE changes.
* Initiate the creation of job postings ,approve position requests, conduct initial screenings/interviews, interview scheduling, and new hire orientations
* Ensure compliance with DOL, OSHA, ADA, HIPAA, FMLA, EEOC, and COBRA labor laws.
* Assists employees in sorting issues in the work environment related to the employment relations, performance reviews, HR regulations and policies
* Update departmental employee handbook; wrote and implemented policies and procedures for smooth business operations.
* Organize and compile all incoming/outgoing invoices, loss spreadsheets summarizing upcoming and past-due invoices and other expense projections to assist in managing cash flow
* Participates in the preparation and monitoring of the annual budget which includes capital and staffing needs for the department
* Approve expenditures in SAP up to authorized amount
* Monitors financial activity of the department by compiling, reviewing and reconciling financial accounts
* Manages financial functions to include A/R, A/P, and the use of company credit cards
* Initiates and processes SAP documents (travel/parking reimbursements, honorariums, check/cash requests, purchase orders, journal voucher transfers
* Participates in the preparation and submission of grant proposals/contracts (pre-award/post-award).

**GME HR/Program Coordinator III, Hospital, 08/2011- 12/2012**

* Initiates/completes appropriate processes as relates to employment, promotion, transfer and termination using PeopleSoft software
* Performed timekeeping using KRONOS
* Processed and screened applications/documents, scheduled interviews, and managed recruitment materials and tours of the campus
* Oversaw the Physician permit application and renewal process
* Managed receipt and disbursement of departmental and educational funds
* Promoted academic programs through social media, interest groups, web pages, and department socials
* Prepared travel reimbursements for submission, maintained expense documents and files for financial records
* Performed various aspects of professional assistance to include scheduling appointments, meetings, tumor boards, conferences and yearly orientation of new residents
* Arranged domestic/international travel arrangements to include hotels, airline tickets, and ground transportation

**Senior Airman, High Caries Risk /Residency Flight Coordinator,** US Air Force (Active Duty), Various Bases, 11/2005-01/2010

* Supported and supervised dental auxiliary staff and operations by assisting several Dentists
* Provided general administrative support
* Assisted in the development, training, evaluation and implementation of new Airman
* Participated in general dental assistant duties to include: record medical and dental histories; take vital signs of patients, expose and mount dental x-rays, sterilize instruments and order supplies
* Organized community events and activities to enhance public awareness of proper dental hygiene
* Effectively and precisely coordinated multiple dental hygiene programs and projects
* Exhibited professional demeanor when interacting with patients, visitors, and distinguished military personnel
* Conducted work in compliance with office policies and procedures, safety, OSHA, HAZMAT JCAHO, HSI, HIPAA and MSDS guidelines.