

Chelsea J. Griffith

CAREER OBJECTIVE AND INTERESTS

Dedicated, focused, and highly ambitious business and fine arts professional seeking a position to utilize my creativity, people skills, data analysis and management experience.

- > Process Improvement / Quality Assurance
- > Project Management / Data Analysis
- > HR Software Development

EDUCATION

Oklahoma City University – Bachelor of Business Administration

- > Minor in Film Studies
- > Member of SGA Media Relations Council

EXPERIENCE

Paycom Payroll LLC- Oklahoma City, OK

- > 2016 to Current Day: NCS & HCM Team Lead
 - o Lead and develop team members
 - o Troubleshoot payroll and HCM issues with clients for quick resolutions
 - o Communicate clear expectations and meet deadlines
 - o Grow industry product knowledge and be familiar with market trends
 - o Plan and execute projects while also tracking results for data analysis
 - o Create and lead presentations across departments

Columbia Sportswear – Oklahoma City, OK

- > 2015-2016: Store Associate
 - o Restocked merchandise and organized backroom
 - o Understood different clothing technologies and how to sell
 - o Created sales displays

Tree of Life Bookstore (Formerly Oklahoma City University Campus Store)

- > 2015-2016: Assistant Store Manager for Tree of Life
 - o Managed staff work schedules
 - o Oversaw marketing and promotional projects
 - o Sought out new vendors and products based on sales data
- > 2011-2015: Student Supervisor of OCU Campus Store
 - o Created displays for sales promotions and marketing materials
 - o Created new inventory organization system
 - o Maintained store website and social media accounts

SKILLS

- > Advanced in Excel and other MS Office Programs
- > Building relationships and establishing trust
- > Time management, Organization & Task prioritization
- > Experience with Jira (JCA), Confluence, Vitality
- > Six Sigma: White Belt Certified, 5 Why Analysis
- > ISO Standards and HIPAA Essentials Training
- > Ken Blanchard: SLI & SLII, Building Trust, Management Essentials

CONTACT INFORMATION

- > chelseagi@gmail.com
- > Cell: (405) 255 6015
- > [LinkedIn Profile](#)

REFERENCES

- > Paycom Supervisor - Ellen Boarman - W. (800) 580 4505 Ext. 13192
- > TOL Store Manager - Christina Chapman - C. (940) 435 8925
- > OCU Store Manager - Laura Warren - C. (405) 301 3026