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| Raimey Langlois | North Dakota  509-947-6677  Langlois.raimey@gmail.com |

**Objective**

To obtain a position that is both challenging and rewarding, allowing me to apply my administrative, HR, and financial skills while continuing to grow professionally.

**Experience**

**Human Resources Coordinator / Accounts Receivable**  
*South Segment Community Development Corporation – Mandan, Hidatsa, Arikara Nation*  
**July 2018 – Present**

* Serve as primary HR contact on-site, managing employee files, benefits coordination, compliance documentation, and disciplinary actions.
* Partner with the home office to ensure accurate and timely employee benefits administration, including insurance and secondary coverage.
* Manage accounts receivable operations: handle cash transactions, prepare and transport bank deposits, reconcile accounts, and maintain QuickBooks (Desktop & Online).
* Designed and implemented a new filing and record-keeping system that improved efficiency and organization within two weeks of assuming AR role.
* Provide technical support for minor IT issues, data entry, and administrative needs; oversee phones, customer service, and office organization.

**Receptionist / Accounts Receivable / Assistant Events Coordinator**  
*TownSquare Media – Pasco, WA*  
**2014 – May 2018**

* Managed front desk operations, including phone reception, customer service, and prize distribution.
* Processed checks, supported the sales team with accounts receivable, and performed data entry.
* Assisted with large-scale community events (e.g., Haunted House, 4th of July celebration), including vendor coordination, staff scheduling, and event setup/tear down.
* Maintained accurate documentation and supported company-wide promotional activities.

**Gallery Assistant**  
*You & I Framing and Gallery – Pasco, WA*  
**2012 – 2014**

* Assisted customers with framing selections, managed phones, filing, and data entry.
* Built custom picture frames requiring precision, creativity, and problem-solving.
* Provided general administrative and customer service support.

**Education**

**High School Diploma**  
*Kennewick High School* | 2004 – 2008

* GPA: 3.7–3.8

**Some College Coursework**  
*Washington State University* | 2008 – 2011

* Studied language, culture, and biology.
* Completed immersive international programs: 2 months in Japan and 10 months in Bangkok, Thailand

**Skills**

* HR & Administrative: Employee benefits, records management, compliance, payroll support.
* Financial: Accounts receivable, deposits, reconciliations, QuickBooks (Desktop & Online).
* Technical: Microsoft Word, Excel, Outlook; troubleshoot minor IT issues; 50 WPM typing speed.
* Strengths: Highly organized, fast learner, observant, team-oriented, problem solver.

**Volunteer Experience**

**Pet Overpopulation Prevention (POPP) – Washington State**  
*Volunteer, 2003 – 2008*

* Assisted weekly with animal care and adoption services.
* Developed strong sense of responsibility and teamwork through consistent community service.