

# 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.