

JOEY PAYNE

JOEY.P.PAYNE@GMAIL.COM |  |  C: 772-563-8721 |  3206 SE 49th Place, Ocala, FL 34480

Summary

Seasoned Administrative Professional offering versatile office management skills and proficiency. I am able to work independently, but also thoroughly enjoy working with others on tasks. It is my desire to exceed the expectations of my authority and strive daily for personal improvement.

Skills

|  |  |
| --- | --- |
| * Office Skills: * Office Management * Database Administration * HR Duties/Records Management * Spreadsheets/Reports * Event Management * Calendaring/PTO Schedules | * Clerical -Create/Read Reports & Minutes Recording * Executive Support * Travel Coordination * Write & Induct Policy * Microsoft Office * Adobe IN Design |

Experience

|  |  |
| --- | --- |
| Pathway Church | Vero Beach, FL  Office Manager/Executive Assistant  *07/2013 - 09/2018* | * Supervised the day to day dealings in the office. * 0versaw the support staff and assistants and helped manage their workload and schedules. * Created, followed and enforced policies that insured a smooth and positive work environment. * It was my job to insure everyone had what they needed when they needed it. * Scheduled appointments and calendar events. * Coordinated/Scheduled PTO and Vacation Schedules and approvals. * Coordinated All Insurances-Life Dental and Health for employees. * Coordinated Mail- Sending and Receiving. * Created Policies and Procedures. * Maintained Church Calendars. * Ordered Office Supplies. * Oversaw Print Copy and Maintenance Agreement with Contracted Company. * Oversaw Personnel Policies & Procedures as they pertained to Support Staff. * Assisted in the Hiring Process and Various HR duties. * Oversaw Church Credit Card Services and Account. * Supervised the Kitchen Coordinator. * Supervised Church Receptionist. * Assisted Recording Secretary with contribution process of collection, counting, recording, and reporting. * Responsible for overall church office appearance and cleanliness. * Conducted Annual Evaluations and Reviews Gospel Light Baptist Church. |

|  |  |
| --- | --- |
| Gospel Light Baptist Church | Hot Springs, AR  Executive Assistant  *11/2007 - 07/2013* | * Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the Assistant to the Executive Director. * Coordinated travel arrangements, as well as hosted many visiting guests. * Maintained many databases and ensured the delivery of pertinent information between departments and individuals. * Quickly became a trusted assistant known for "can-do & positive" attitude, flexibility and quality work. * Communicated effectively with multiple departments to plan meetings and prepare the needed documentation and/or information needed. * Established strong relationships to gain support and effectively achieve results. * Helped coordinate church wide events (Special Events, Speakers) that consisted of highly detailed preparation and/or planning. * Maintained efficiency in the office in the supervisor's absence. * Provided timely, courteous and knowledgeable responses to information requests; screened and transferred calls; and prepared church correspondence. * Co-developed vehicle policy now used in our ministry Developed innovative PowerPoint presentations used by the church to present information to the congregation. * Earned good marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; commitment to serve others and direct them to a relationship with our Lord through instruction and lifestyle. * Church, College Chapel services Coordinated Youth Crazy Time Games Led in Teen Center Worship & Compilation of Music/ Special Music Schedule Taught 6th grade Sunday School Coordinate and conduct interviews with those who are in need of our Benevolence Ministry, including distribution of food and necessary supplies, and provide shelter for the homeless. * Coordinated and referred individuals to other felt needs organizations within the community. * Coordinate, gather and count offerings Coordinated, gathered monies for Lunch program. |

|  |  |
| --- | --- |
| U.S. Bank | Hot Springs, AR  Teller/Universal Banker Employment  *11/2006 - 11/2007* | * Provided account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services. * Opened checking and savings accounts. * Issued debit cards. * Opened Investment accounts for clients. * Issued withdrawals and deposits. * Loan originations. * Sold travelers checks and savings bonds. |

|  |  |
| --- | --- |
| FED-EX Freight | Chicago Heights, IL  Dockworker  *07/2004 - 09/2006* | * Transported, loaded and inspected freight that was to be delivered to paying clients while driving a forklift. * Adept at handling multiple simultaneous freight transport tasks with speed and accuracy. * Obtained special training and license to drive forklift. * Handled highly valuable freight. |

Education and Training

Hyles - Anderson College | Crown Point, IN

Bachelor of Science in Pastoral Theology, Youth

*2005*

Personal Information

Here is a little about myself: I am a humble, teachable person as well as a strongly dedicated employee. I am very energetic, and I love to be around people. I find great enjoyment and fulfillment in taking on challenging tasks "head on," but am also not too proud to do the small jobs that need to be accomplished. My family is a very high priority in my life and I strive to give them the utmost importance. I am definitely a "people person" and strive to show the Love of Christ to those with which I come in contact. I am tender hearted, and I strive to treat people fairly without a judgmental bias. It is my desire to be an upright, outstanding employee and to be a great example to my fellow co-workers and superiors. I am also very patriotic and have a deep-rooted love for my country. I am also a very energetic person and I LOVE to sing!