**Sandra E. Hays**

1750 NE 201st Avenue, Fairview, OR 97024

(503) 661-3313 Home (503) 789-1666 Cell, Email: [gmandse@hotmail.com](mailto:gmandse@hotmail.com)

**Career Overview**

Detail-oriented and driven Human Resource/Financial Assistant with 20+ years proven expertise in problem solving and managing daily office functions.

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**Skill Highlights**

Travel administration Workers Compensation knowledge

Strong multi-tasking skills Excellent customer service skills

Typing 70 wpm Team liaison

Attention to detail 10-key by touch

Self-starter Microsoft Word, Excel, and Outlook

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**Professional Experience**

**USDA-Wildlife Services, Portland, OR**

**Budget Technician 2/2008 through 12/2011**

* Assisted with the development, forecasting and tracking of budgets
* Prepared a variety of accounting adjustments to bring financial reports into balance.
* Procured supplies, equipment and services by preparing electronic requisitions.
* Prepared and authorized travel orders and vouchers for payment.
* Managed our injured worker’s compensation program

**USDA-Forest Service, Hood River, OR**

**Administrative/Personnel Technician 4/1988-2/2006**

Processed hiring, termination, salary increases, awards, etc. according to laws and regulations.

Presented new employee orientation in payroll, benefits, OWP procedures, and travel regulations

Advertised, recruited, qualified and hired new employees

Evaluated, analyzed and corrected leave discrepancies for 80+ employees

Examined and verified payroll for accuracy, authority, completeness and conformity to regulations

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**Education**

Astoria High School graduate

Job related training:

Professional Excellence workshops

Toastmaster International

Powerful Communication Skills for Women

Basic Supervision

Civil Rights workshops

Security Literacy workshops

Microsoft Office 2010

References upon request