

PROFESSIONAL SUMMARY

Well-organized and detail-oriented professional seeking an entry level HR position, dedicated to outstanding service to customers, vendors, colleagues, and executive leadership. Highly esteemed problem solver with excellent analytical and troubleshooting abilities, as well as strong multi-tasking and time management skills. Succeeds in a results-oriented fast-paced environment, while always maintaining a positive attitude and professionalism.

EDUCATION

M.S. Human Resources Training & Development, Amberton University, Frisco, TX

B.S. Business Management, University of Florida, Gainesville, FL

EXPERIENCE**Strategic Government Resources, Inc.**

2015-Present

HR Intern / LMS Transition Contractor

- Evaluate customer service, managerial, and strategic leadership series courses
- Review online course catalog for grammatical errors and content completeness
- Collaborate across teams to ensure most recent and updated course is uploaded
- Assess courses to ensure a positive end-user learning experience
- Review and update local government proposal request documents
- Provide data entry support for transition all courses to the new Learning Management System
- Create and upload new courses in both LMS across multiple clients
- Examine and edit data entry procedure manuals for completeness and effectiveness

Rouse Properties, Inc.

2013- 2015

Commercial Property Accountant

- Prepared and analyzed monthly financial statements for General Manager and Controller.
- Posted journal entries with support and maintained general ledger to achieve SOX compliance.
- Performed detailed monthly variance analysis and reconciliations.
- Assisted General Manager to identify financial trends in order to reforecast the budget quarterly.
- Researched outstanding tenant receivables and performed tenant reconciliations to resolve balances.
- Reviewed, entered coding, and approved invoices into online payable system.
- Created ongoing policy and procedure manuals, as well as updated regularly.

Lincoln Military Housing

2006-2013

Project Accountant

- Provided administrative support to Portfolio Controller, assisting with special projects..
- Created departmental procedure and policy manuals in accordance with company guidelines.
- Reviewed vendor applications for insurance and liability compliance requirements.
- Reviewed employment applications, interviewed candidates and made suggestions to hiring managers.
- Applied and verified government receivables of \$20 million annually for military service members.
- Processed annual 1099s for vendors.
- Provided departmental on-boarding, training, coaching, and mentoring for new employees.

Trebuchet, LLC

2005-2006

Office Manager

- Improved company efficiency by implementing new filing system.
- Initiated new hire and termination paperwork.
- Maintained strict confidentiality of employee records.
- Ordered office supplies and maintained inventory.

TECHNICAL SKILLS

- Advanced Microsoft Office skills, including Excel, Word, Outlook, and PowerPoint
- Elan and Litmos Learning Management Systems
- SharePoint, Adobe Pro, Hyperion, Insight, and Business Objects
- JD Edwards and Yardi accounting software programs
- Confident with technology and the ability to quickly learn all new programs and systems

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management (SHRM)