



CONTACT

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ABOUT ME

A highly organized and dedicated individual with a passion for solving problems and a knack for research.

I am known for my excellent interpersonal skills and for the ability to handle multiple tasks efficiently.

HOBBIES

Qigong
Yin yoga
Listening to podcasts
Volunteering

TANYA SMITHERS

EDUCATION

Bachelor of Science in Psychology
Virginia Commonwealth University
Richmond, Virginia

Associate Arts in Liberal Arts
J. Sargeant Reynolds Community College
Richmond, Virginia

Certificate, Human Resources Generalist
University of North Carolina at Charlotte
Charlotte, North Carolina

WORK EXPERIENCE

Signal Security of Richmond-Human Resources Generalist, Remote
August 2020–August 2024

- Experience in handling a multitude of tasks employee related.
- Recruit, hire, train, and administer employee compensation and benefits.
- Coordinate training and development courses, maintain employee relations, and ensure company compliance and employment laws.
- Oversee employee payroll and all HR systems.
- Respond to employee inquiries via phone, and check emails to address HR-related issues.

Relyt International, LLC- Executive Assistant, Remote
June 2014-July 2020

- Maintain the daily calendar and coordinate meetings for the VP of Operations and other executive leaders.
- Manage the day-to-day schedule for several executive leaders, attend meetings, and plan and organize for both current and future events.
- Assist VP of Operations and executive leaders during travel to attend meetings and ensure a seamless schedule.

- Direct point of contact for all clients, which includes direct government and prime subcontractors for overseas accounts.
- Minimal financial management, maintain expense reports, administer company business cards, and ensure each office location is properly staffed with all business equipment needed.

Relyt International, LLC- Personal Assistant, Remote

October 2013-June 2014

- Efficiently handled time-sensitive mail, open, sort, and distribute the incoming correspondence.
- Organize the team's travel and manage all administration expenses.
- Compile, record and verify payments to accounts receivable records. Assist with any special projects as needed.

Steven G. Tate Chapter 13 Trustee- Bankruptcy Legal Clerk

May 2009-May 2014

- Conduct thorough reviews of bankruptcy petitions, schedules and motions.
- Review 341 debtor's financial statements, other assets and provide the information to the Chapter 13 Trustee.
- Attend bankruptcy hearings and meetings of creditors. You must adhere to strict deadlines in preparing and filing bankruptcy documents, including motions and objections.

First Charter Bank- Pre-Closer/Risk Management Specialist III

July 2000-June 2008

- Perform audit to ensure loans underwritten by underwriter meets the guidelines of bank regulations.
- Maintain thorough knowledge of all loans, policies and procedures and regulatory compliance.

SKILLS

- ADP Support
- Workday Analyst
- Payroll and Accounting
- Customer Service Support
- Executive and Legal Partnerships
- Organizational Skills
- Time Management
- Project Management
- Microsoft Office 365 (Excel, Outlook, PowerPoint, Word)
- Adobe Acrobat Pro