Terri A. Ahlberg

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**Personal Statement:**

I am a motivated, energetic, responsible and a detail oriented person with the ability to prioritize multiple tasks in any work environment. While I have a strong administrative support background, I also have a strong Payroll and Human Resource background. I currently do Payroll for 21 employees and I manage 1 administrative assistant. I make a continuous effort to exceed the expectations of customers and fellow team members.

**Employment History:**

Human Resource Manager/Bookkeeper

2008-Current – F/T Finishing Solutions, LLC, Colchester, CT

2005-2007 – P/T

* Offer direct administrative support to the Owner; meeting planning, project support, employee documentation, and benefit administration.
* Perform initial screening interviews and administer new hire orientation.
* Maintain employee data files of FMLA, pensions, performance reviews, new hire paperwork, and more on Quickbooks Pro.
* Process weekly timesheets and payroll for employees.
* Prepare W-2’s, 1099’s and Payroll Taxes.
* Code and enter accounts payable/receivable. Resolve discrepancies.
* Prepare daily and monthly Employee Payroll Reports as needed.
* Coordinate and maintain job sites with Project Managers.
* Considerable amount of client contact with each installation.
* Prepare contracts/files for clients; meet with clients to review contract.
* Additional duties as needed in the day-to-day operations.

Paraprofessional

2001 – 2009 Town of Colchester, Board of Education

* Provided aide and support to teachers and students in classrooms with instructional plans.

**References:** Upon Request