**Cassandra Murphy**

**21 Shoshone Street**

**Buffalo, NY 14214**

**(716) 984-8906**

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**Education**

MBA - Medaille College, Buffalo, NY – *Summa Cum Laude – 3.90 GPA*

B.S. Business Administration, SUNY Potsdam, Potsdam, NY - *Summa Cum Laude - 3.86 GPA*

Continuing Education - International Foundation of Employee Benefit Plans (IFEBP) and National Coordinating Committee for Multi-Employer Plans (NCCMP) annual conferences.

**Educational Honors**

Phi Eta Sigma - Freshman Honor Society; Omicron Delta Kappa - Leadership Honor Society; Phi Kappa Phi – National Honor Society (all majors); Sigma Beta Delta – International Business Honor Society; Omicron Delta Epsilon – Economics Honor Society; Departmental Scholar – 2001 and 2002.

**Other**

Notary Public – State of New York, County of Erie. Commission expires September 2014.

**Professional Experience**

**BAC Local #3 NY, Buffalo Chapter Benefit Funds, Buffalo, NY, September 2002 – Present**

*Funds Administrator – Multi-Employer Taft-Hartley Trust Funds*

* Manage individual Pension, Annuity, and Health & Welfare accounts for over 1,000 union members.
* Responsible for taxes and forms for Trust Funds and participants receiving benefits.
* Process payments, deposits, wire transfers and reconciliations for the Trust Funds.
* Maintain General Ledgers for the Trust Funds.
* Generate quarterly reports of Trust Fund information; present to the Joint Board of Trustees.
* Receive and process monthly benefit remittances from construction contractors
* Track construction contractor delinquencies and execute collections.
* Process incoming and outgoing reciprocal benefit funds with other local unions.
* Administer seven group health insurance policies covering members;
* Interview, hire, train and supervise office staff.
* Monitor HIPAA regulations and compliance.
* Actively use Microsoft Word, Excel, and PowerPoint, as well as a Windows-based data system.
* Created and implemented numerous procedures to improve office function.

**The Toy Maker, Albany/Latham, NY, July 1995 – September 2002***Cashier/ Store Manager*

* Completed and processed daily financial paperwork.
* Assisted customers on the sales floor.
* Handled cash transactions and banking.
* Received and prepared incoming merchandise; packaged and shipped transferred merchandise.

**Normont/RSM, Montreal, QC, Canada, August 2001 – December 2001**  
*Intern*

* Created centralized, comprehensive records for top clients in each sales area.
* Analyzed price sources from various vendors and implemented a more cost-effective purchasing plan.
* Corrected and standardized client database information.