**Cynthia Dowd**

**860-653-2355**

**Opensksky22@aol.com**

**Qualifications:**

I offer a diverse background in payroll, human resources, benefits, bookkeeping, and administrative assistant skills. A dedicated, detail oriented employee able to work independently with a diverse group of individuals. Computer skills include Word, Excel, Power Point, Kronos/Simplex/PeopleSoft payroll systems, and experience with multi line telephone systems.

**Experience:**

**April 2006 – January 8, 2012 Kimberly Hall North** **Windsor, CT**

*Human Resource & Payroll Coordinator - full time*

* Responsible for processing the payroll for 190 employees
* Employee maintenance (changes) are keyed into GENSERV-(Kronos/PeopleSoft)
* Responsible for the Benefits/Personnel at our Facility, (this would include Health Insurance, Disability, Benefits, Workmen’s Compensation, FMLA, Union Reports, Orientation of new employees, Open Enrollment)
* Year end OSAH reports completed
* Processing W/C claims
* Complete monthly union reports
* Helping administrator and department heads with budget questions
* Create and maintained Excel spreadsheets
* Type correspondence and Maintain Files
* Maintain petty cash and Imprest checking account was maintained
* Answer employees questions

**1996- April 2006 Kimberly Hall North Windsor, CT**

*Payroll Bookkeeper (Back up to HR) part time*

* Responsible for processing the payroll for 190 employees
* Employee maintenance is completed and keyed into GENSERV/Peoplesoft
* Back up for H/R, benefits, W/C, Orientation, FMLA, Union reports
* Back up for Switchboard/Receptionist
* Imprest Checking Account is balanced and maintained
* Answer employees questions regarding payroll
* Complete reports for department heads and the administrator, this includes budget reports
* Create and maintain excel spread sheets
* Type correspondence and maintain files

**Sept 2005 – April 2006 UTC Power**

Through Kelly Services – worked PT Temporary Job while working PT at KHN **South Windsor, CT**

*Administrative Assistant, Customer Service Dept.*

* General administrative duties were completed for the department manager and the department
* Work was done of the ACE project with team members
* The HOT LINE was answered, (customer service for fuel cells)
* Organized the contract files – hard copy file and electronic
* Work was done in Word and Excel using the UTC data base
* Calendar Scheduling
* Accounts Payables were processed

**1991 – 1996 Kimberly Hall North Windsor, CT**

*Accounts Payable, Residents Funds Bookkeeper (PT)*

Accounts payable were batched and processed, resident funds account was maintained. This included accounts payable & statement balancing.

**1989 – 1991 Kimberly Hall North Windsor, CT**

*Payroll Bookkeeper (PT)*

Payroll was process, accounts payables and general bookkeeping was done.

**1986 – 1989 Landev Inc. Simsbury, CT**

*Bookkeeper (Payroll & A/P) (FT & PT)*

Payroll was process, accounts payables and general bookkeeping was done.

**1983 – 1986 Wadsworth Atheneum Hartford, CT**

*Accounts payable (FT)*

The accounts payable were processed for the museum. Purchase orders were batching, entered, checks processed, vendor statements were reviewed. General Ledger entries were made.

**1978- 1983 Barclays American East Hartford, CT**

*Financial Assistant (FT)*

Commercial paper orders were taken and called in. Wire transfers were made.

**1976 -1978 Salmon Brook Veterinary Office Granby, CT**

Kennel Help, back up receptionist on the weekends

Reference:

Tom Russo – 860-688-6443

Mike Pease 860-729-8876

Pam Liggins – 860-

Education:

Briarwood College – 1 year

Asnuntuck Community College – various classes