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| **Ramey, Deborah** 151 Brown Branch, Sitka, Ky 41255  606-297-5306(home) debramey.dr@gmail.com | | |
| **Experience** | | |
| **12/1/2010 to 6/30/2016** | **Big Sandy Community and Technical College** | **Prestonsburg, KY** |
| **Business Affairs Specialist II**  Administrative Assistant to Business Affairs Specialist III and other higher officials completing any task that needed to be completed, sort mail, file, answer phones, fax, maintain schedule, completed travel documentation, and maintained event calendars. Provided excellent customer service and colleague assistance. Assisted with annual business procedure training sessions. Operated all office machinery, set up and maintained electronic filing systems for records, correspondence, and other material; as well as locate and attach appropriate files to incoming correspondence requiring replies. Continued education and stayed current on all purchasing and inventory business procedures and served as a guide to employees that need assistance with purchasing or inventory. Audited procard statements for all procard holders on a monthly basis reviewing statements for accuracy and compliance with policies and procedures. Completed budget string edits of all transactions from all procard reports within a two day time frame in PNC ActivePay by the deadline then obtained approval signatures and filed in an orderly fashion. Prepared spreadsheet of errors/deficiencies and emailed to supervisor on a monthly basis. Performed budget checks on all budgets being charged per cycle to ensure availability of funds and emailed spreadsheet of insufficient budgets to Chief Business Affairs Officer no later than the day prior to procard transactions being loaded into the General Ledger. Maintained files in an orderly fashion for audit purposes. Maintained and updated binder and spreadsheet of all procard applications, cardholder/supervisor agreements, and custodial card user agreements for each card holder. Shared documentation on KCTCS SharePoint OneDrive. Completed an audit of all asset inventory items for four campuses and non-asset inventory for two campuses on a semiannual basis; keeping records up-to-date on a monthly basis. Tagged new inventory as it was received on campus. Implemented, collected, and maintained Off-Site Use of Equipment forms for all “high-risk” inventory. Processed all accounts payable and receivables. Processed all vendor invoices through the non-purchase order voucher process in PeopleSoft Financials. These invoices are from vendors who do not accept procard payments and/or there are no existing PO for the order. Maintained spreadsheet by fiscal year (July-June), updating as vouchers are entered. Processed Purchase Orders, bank drafts, and Substitute W-9 forms for vendor adds/updates by submitting tickets through the KCTCS Technology Solutions Help Desk. Maintained files in an orderly fashion and assured that all documentation was attached to each pay document to assure favorable auditing outcomes. Checked budget balance, vendor files, and business regulations. Prepared End-of-Year accounting prepaids and accruals. Communicated with vendors/businesses effectively and promptly via telephone, face to face, and email correspondence in regards to accounts receivable and also accounts payable. | | |
| **8/1/2007 to 12/10/2010** | **Johnson County Christian School** | **Wittensville, KY** |
| **Kindergarten Instructor**  Assist and facilitate pupils to have suitable move to school, develop an effective atmosphere for learning using functional and attractive objects and bulletin boards, present professional competence utilizing in-service teaching activities attained through self-selected growth activities professionally, maintain all required adequate inventory records, select and refer apt books and instructional methods, ensure to present comfortable class environment by keeping good ventilation in room, monitor and evaluate students’ performance in activities held outside classroom during allocated working day, contribute in development of curriculum and other programs as demanded, stay involved in faculty meetings and sponsorship of student activities, tutor skills in English language for kindergarten students in activities preparation program, oversee and analyze students’ progress through tests, quizzes and examinations, along with any other assigned duties. | | |
| **5/14/2003 to 8/1/2007** | **Citizen’s National Bank** | **Paintsville, KY** |
| **Customer Data Center Balancing clerk**  Balanced 32 general ledger accounts and tellers on a daily basis--making sure to comply with all federal, state, and company policies, procedures, and regulations. Prepared, examined, or analyzed accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Checked to make sure that figures, posting, and all documents for correct entry, mathematical accuracy, and proper coded. Established tables of accounts, assign entries to proper accounts, develop, implement, modify, and document record keeping and accounting systems--making use of current computer technology. Operated computers programmed with accounting software to record, store, and analyze information, along with receiving and recording bank cash, checks, and vouchers. | | |
| **Education** | | |
|  | **Morehead State University** | **Morehead, KY** |
| **University Studies Bachelor Degree, Dec 2013**  **Relevant Coursework, Licenses and Certifications** General Degree: Writing I, Writing II, College Algebra, American Government, Biology, Geography, History, and Physics. Human Services: Social Stratification, The Individual and Society, Global Health, Women's Health Care, Health Maintenance through Life, Use and Abuse of Drugs, Principles of Epidemiology, General School Safety, Environmental Sociology, Rural Sociology, Technology and Society, Human Ecology, Human Development, Human Health and Wellness, General Psychology, Developmental Psychology, and Intro. to Philosophy. Computer/Business Operations: Management Information Systems, Financial Accounting, Intro. to Programming, COBOL programming, Computer Systems Operations, Intro. to Business, Intro. to Business Law, Word processing, Intro. to Computers, Spreadsheets and database apps, Business Communications, Oral Communications, Intro. to Interpersonal Communications, Intro. to Intercultural Communications, Micro and Macro Economics, and Statistical Methods. I have also completed all course work and obtained an Associate Degree and received certificates for Computer Operations, Recordkeeping, and Accounting.  **SPECIALIZED TRAINING 9/16 – 4/17 *TEKY Paintsville, KY***  In collaboration with the Tech Hire Eastern Kentucky (TEKY) program, I completed a 10-week accelerated boot camp. The 10-week program was split into two modules. The first being basic front-end web development using HTML, CSS, and JavaScript. The second and longest phase of the program was spent learning IOS development, languages, and principles. I learned the Swift programming language, and wrote several apps to demonstrate my ability. | | |