500 Rolling Hills Pl. Apt 2204

Lancaster, TX 75146

(214) 498-5949

philliswilliams52@yahoo.com

PHILLIS WILLIAMS

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| Objective | ***To obtain a position that offers challenge, growth and career opportunities.*** |
| EDUCATION | **Northwood University** BBA/ Business Administration Cedar Hill, TX  *Graduated Cum Laude with BBA in Business Management*  **James Madison High School** Dallas, TX |
| skills | ***Bringing 15+ Years of Office Administration and Full-charge Procurement Experience.***  Accounts Payable/ Receivable Supply Chain Management Contract Administration  Procurement SharePoint Management Team Building /Supervision  HUB Material Management & Inventory Staff Training and Supervision Contract Management Reconcile/Budget Leadership/Development  Change Orders Account Reconciliation Spread Sheets/ Microsoft Excel  Month-end Closing Schedule/Document Management Computerized Processes  Campus Budget Crisis Management Purchase Orders & Invoices  Campus Electronic Calendar Cost Reduction Revenue & Expenditures  Vendor Verification Human Resources Management Cost/Budget  Weekly Timesheets EZ Buyer Computerized Process |
| professional experience | ***Recognize throughout longstanding career for ability to develop, implement, and manage full-charge, computerized bookkeeping functions while overseeing multifaceted office administration procedures.***   |  | | --- | | **UT Southwestern Medical Center** – *Workforce Coordinator, Facilities Management* 2016 - Present   * Provide high level of customer service by processing campus wide Service Request. * Facilitated communication between customers and building managers to improve relationships by prioritizing realistic expectations. * Proactively maintained workload distribution and phone related data for over 300+ customers. * Monitor and Process monthly reports for Estimate Completes and Awaiting Customer Request. * Monitor and process employee personal time records, for shops in Facilities Management. * Process billable and non-billable service request for Facilities Management   **UT Southwestern Medical Center –** *Office Assistant (Temp)*  June/October 2016   * Help patients with consent forms and to understand necessary medical care. * Gathered information, conducted medical history intakes, and related after-care instructions. * Organize and manage routine work activities for the office. * Schedule and verified insurance. * Maintaining and implement medical records.   **UT Southwestern Medical Center**- *Procurement Assistant* 2003 – 2015   * Sourced vendors purchased supplies and equipment and ensured timely delivery of materials. * Managed several approved vendors on daily basis, to ensure purchase orders against existing cooperative or agency contracts, and the verification of the inspection of merchandise or receipt of services by the agency. * Ensured all bids and offers are presented correctly and in accordance with state law and campus policy. * Monitor and process temporary employees personal time records, payroll, correspondence and spreadsheets. * Making sure all Contracts were uploaded into SharePoint. * Managed the Purchasing Portal for Facilities Management. * Prepare and distribute Purchasing Exception/ Change Orders reports on a monthly basis to Facilities Management Directors. * Assist in monitoring and tracking the administrative budget. * Liaison between Accounting and Purchasing to ensure budget reconciliation. * Reconcile all Purchasing and Warehouse departmental Buy Card purchases monthly. * Contract Management ensure compliance and regulations. * Processed Purchase Orders into PeopleSoft. * Assist Senior Buyers in Bid Meetings. * Update Vendors and Insurance information into SharePoint.   **JC Penney Insurance –** *Senior Customer Service Representative (Plano, TX)* 1997 – 2003     * Processed a high level of inbound customer service calls of 300+ customer accounts. * Consulted with clients regarding Insurance policies and ensured compliance. * Perform general administrative duties. * Screen calls and route to the appropriate department or division. * Process memoranda, business correspondence. * Maintain electronic time and attendance data. * Notarize legal documents. * Prepare and distribute the daily activity reports. * Distributed monthly budget expense reports, personnel rosters and payroll recaps. * Prepared legal documents in the event of insured death. * Administered financial operations such as processing insurance loans and analyzing accounts. * Schedule appointments for Legal Advisor. | |  | |
| Computer proficiencies | Windows & Microsoft Office Applications PeopleSoft  Microsoft Outlook Google Docs & Forms  Microsoft Word Adobe  Microsoft Excel E Procurement  Microsoft Publisher SharePoint  Microsoft PowerPoint Quicken Accounting  Microsoft OneNote Kronos |
| leadership accomplishmentsBoards, committee memberships & trainings | * Skill port 8 Knowledge Base * Pact * Disc Training * Problem Solving * How to Build Teams * Roadmap for Customer Center Innovation * Taking Final Steps to Bring Project to its Close * Increased business revenue with strategic financial planning   President of James Madison Class of 83 Alumni  Northwood University Alumni Inductee  PMBC Christian Living Ministry  PMBC Women of Vision Ministry  SM Wright Foundation Senior Volunteer (Manage Christmas in the Park Registration and Check-In; Food Pantry; Clothing Pantry; Donate Clothing)  Head for the Cure Volunteer  Feed the Street Volunteer |
| Professional & personal references |  |
|  | **Tara Frazier**  **Tara’s Bookkeeping and Financial Services**  [**tarabookkeeping@sbcglobal.net**](mailto:tarabookkeeping@sbcglobal.net)  **(469) 337-0083**  **Regina Jones**  **UT Southwestern** **MGR TAL ACQUIS - STAFF SVCS,**  **(214) 648-9861** |

Bobby Jacobs

Senior Buyer UT Southwestern

[**bobby.jacobs@utsouthwestern.edu**](mailto:bobby.jacobs@utsouthwestern.edu)

(214) 645-7105

Chuck Wise

Senior Buyer UT Southwestern

[chuck.wise@utsouthwestern.edu](mailto:chuck.wise@utsouthwestern.edu)

(214) 648-3178

Keisha Pryor

UT Southwestern

Supervisor Work Ctrl Coordinator Facilities Management