***Shelunda Riggs***

**6512 Gentle River**

**Dallas, TX 75241**

**(214) 215-1887 ~** [**shelunda@gmail.com**](file:///E:\shelunda@gmail.com)

A highly dedicated Professional with solid

experience in every aspect of office management.

***SUMMARY OF QUALIFICATIONS***

**Thorough problem-solver** who thrives in stressful environments

**Effective communicator, Adaptable, Team-Player,** able to relate to people at any level **Flexible**, able to multi-task and respond quickly to changing demands

**Knowledgeable,** of business principles and practices

**Fast learner**, able to absorb information and implement appropriately

***EXPERIENCE***

***Financial Clerk Dallas ISD 2007-present***

* Process payments(PO) for requisition transactions
* Reconcile accounts
* Manage 50 different budget line codes
* Manage calendars, schedules meetings, conferences/travel and training
* Interview parents for eligibility of financial assistance through DISD
* Point of contact for other administrative offices and vendors
* Compile information and prepare reports
* Prepares, monitors, and maintains control of expenditures within budget
* Process and manage payroll for a staff of 160
* Assist with new hire from interviews to orientation
* Organize meetings from start to finish
* Performs all other administrative duties including but not limited to copying, faxing, filing and scanning, composing documents, spreadsheets and presentations
* Prepare and process check requests and requisitions
* Prepare travel forms and make travel reservations
* Make purchases for supplies, food items, registration fees etc.

***Division Secretary DCCCD/Brookhaven College Business Division 2003-2006***

* Interacted with all levels of management, employees and vendors
* Prepared and managed arrangements for travel, meetings, seminars and special projects
* Supervised timesheets and attendance for payroll
* Reviewed each check run for accuracy, consisting of verifying check payment dates

***Data Technician Dallas ISD 1993-2003***

* Performed maintenance inspections for school/office bldg. throughout district
* Processed project requests for inspection defaults or write-ups
* Composed, typed and edited all correspondence
* Assisted with training of employees
* Created complex spreadsheets to track cost and performance
* Prepared reports to measure service levels
* Assigned severity levels and problems to the appropriate personnel/technician
* Maintained complex/confidential filing system