Tina M. McGloin

# 2600 Forum Drive NE #105

Bend, OR 97701

(541) 633-7446

**Highlights of Qualifications:**

* Responsible for full-time reception duties while still doing all Accounts Receivable and Human Resource functions.
* Promoted to Administrative Assistant after six months as front Receptionist.
* Hired on as a temp to do a three month project, got hired on permanent for three years.

Administrative Support:

**Professional Experience:**

* Coordinated and monitored employee compensation and benefit programs.
* Administered employee FMLA leaves, Workers Compensation and disability claims.
* Sorted and distributed mail, and responsible for filing and all basic office duties.
* Responsible for typi ng, proofing and footing financial statement s and annual audits.
* Monitored payroll, verified hours and ran reports, kept track of vacation, holiday and sick time for employees.
* Processed payroll for 14 communities in 9 different states.
* Ordered all office supplies.
* Multi-line phone usage, 30 incoming lines, 200 employee extensions, and a paging system.
* Receptionist including running front office, answering phones and scheduling appointments.

Bookkeeping:

* Administered the company's group insurance plans, COBRA programs, and 40 I K.
* Responsible for all AR, AP, expense reports, quarterly fuel logs and petty cash.
* Responsible for daily invoices, credits and journals.
* Posted daily payments to individual accounts.
* Compiled daily bank deposits.
* Ran monthly statements.
* Post journal entries.
* Processed individual, fiduciary, corporate and partnership tax returns.

Scheduling Manager:

* Supervised one assistant.
* Coordinated builders schedules with installation schedule.
* Responsible for inventory, making sure proper stock was in by install date.
* Scheduling so that all installers had a full day’s work, including service calls, call back and emergencies.
* Radio contact with all installers for emergency calls, or if there were any problems at the job site.

Employment History:

2000-2003 Receptionist/Administrative Assistant Harrigan Price Fronk Bend, OR

2004-2006 Scheduling Manager Cascade Door Co. Bend, OR

2006-2007 Branch Administrator United Rentals Bend, OR

2008-2008 Customer Service/Accounting Assistant Northland Furniture Bend, OR

2010-2013 Accounting Clerk Microsemi Bend, OR

2013-2015 Payroll Specialist Sunshine Retirement Living Bend, OR