# Accomplishments

* Over four years of experience performing business analytics and HR Generalist duties for faith-based organizations and education; managing complex data and financials, organizing contacts, process creation, training personnel, and preparing both documentation and presentations.
* Tasked with maintaining records for $85 million in textbooks. Produced precise inventory numbers, reducing errors in inventory by 20% and ensuring there were no losses in inventory.
* Reduced potential waste in shipping cost for the school district by several thousand dollars by reviewing computer-generated reports for warehouse management and providing suggestions for inventory re-orders and transfers between district locations
* Spearheaded project to revise policy manual to reflect enhanced church policies. Increased accuracy by 25%. Lead project meetings with leadership and effectively communicated the recommend revisions of current policy.
* Slashed record keeping processing time by 60% and reduced annual cost by $3000 by implementing new record keeping strategy. This was achieved by acting with discretion to transfer all hardcopy HR files, personnel files, contracts, and related proprietary information to a secure shared drive.
* Increased accuracy by 30% and saved leadership an average of three hours a week by streamlining record keeping strategy for tracking employee sick, personal, and vacation leave time.
* Created and distributed weekly tithe & offering reports to a congregation of 6,500 members.
* Reduced time spent on inventory by 50% implementing barcoding system for 1,200,000 textbooks and over several thousand titles. Improved efficiency of record keeping and reduced processing time.
* Supported growth of the warehouse team through new hire training. Grew the team by 100%.
* Crafted solutions and recommendations to the technology department for application improvement and development. This increased productivity by 50% and resulted in system improvements thus maximizing ease of use for the textbook department. Reduced number of inventory tracking systems from two to one and slashed operating cost by 50%.
* Implemented new record service, ACS Realm. Spearheaded side project for ensuring both systems were not charging the same account for reoccurring payments. This ensured there were no double charges.

# Core Strengths

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| * HR Generalist administrative support in onboarding/training, personnel file management, process creation, timesheet processing, and payment processing. * Customer service focused. Great ability to handle questions from employees and customers. * Dedicated team player, placing team success above personal advancement. * Attention to detail, with emphasis on accuracy and performance ensuring task are completed correctly the first time. * Master of data management and analysis. Attention to detail in reports and data collection. * Accurate contract management and compliance. | * Proficient in Microsoft Office: Excel, Word, PowerPoint, & Outlook. * Advanced Proficiency in Excel specializing in database development and data management. * Analytical mindset with strong penchant for numbers and data analysis * Problem solving abilities with strong ability to create new processes and improve efficiency in both Human Resource systems and business data analysis. * Strong affinity for acquiring new skills necessary to advance in the workplace environment. |

# Professional Experience

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| Facilities Coordinator | Oct. 2019 – Mar. 2020 |

North Cobb Christian School – Kennesaw, GA

* Responsible for upkeep of school property & athletic facilities, athletic event preparation, and maintenance for facility equipment

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| Field Services Technician Intern | Feb. 2019 – Jul. 2019 |

Cobb County School District – Marietta, GA

* Provided tech support on hardware, networking & applications, installations, and upgrades for software/hardware at the schools.

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| Business Analyst & HR Generalist | Mar. 2018 – Dec. 2018 |

Roswell Street Baptist Church – Marietta, GA

* Data analysis, budgeting, record keeping, administrative support, maintaining personnel files, onboarding, payment processing, and policy revision.

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| Contractor | Mar. 2017 – Oct. 2019 |

*Georgia Commercial Casework – Acworth, GA*

* Business management development administrative support in conjunction with home and commercial construction services

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| Warehouse Assistant | Aug. 2012 – Aug. 2015 |

Cobb County School District – Kennesaw, GA

* Responsible for maintaining inventory, textbook processing, warehouse organization, report generation, and new hire training.

# Education

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| --- | --- |
| Mississippi State University *Bachelor of Science in Interdisciplinary Studies – Business, Economics, & History* | Graduated 2016 |
| SHRM Course *HR Payroll, Employee Relations, Diversity Projects, Labor Dispute/Resolution, and Regulations/Compliances* | Completed 2018 |

# Volunteer Work

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| Samaritan’s Purse *Calhoun, GA tornado debris cleanup efforts* | 2011 |
| Samaritan’s Purse *Nashville, TN post-flood home rebuilding efforts* | 2010 |
| Samaritan’s Purse *Atlanta, GA post-flood home rebuilding efforts* | 2009 |