

BUSINESS MANAGER AND HR COORDINATOR

Summary

A challenging position in a progressively thinking company that encourages and inspires. Motivates individual with proven track record in office administration and comfortable under pressure, knows how to prioritize. Ready and willing to play a very integral part in the future of the right expanding company..

Core Strengths

- Proficient in Microsoft program - Intermediate - Excel, Word, PowerPoint, Outlook, and Access * Banner 8.0 and Lotus Note * Cascade Server/CMS * Familiar with AS400, SAP, Great Plain; Excellent Customer Service
- * Background checks, I9, FMLA, Work Compensation, Benefits, Payroll, Hiring, and Training Leadership, Teamwork, Decision making, and Interpersonal SkillsÂ Expertise in Negotiations Time Management and Detailed Oriented

Accomplishments

98 % of Staff meet training requirement annually ServSafe Certified & NCI Instructor Honored for handling the design and data for the new website for the financial aid office. Awarded Business Office of the Year 2007 for outstanding performance at Strayer University Awarded Certificate of Excellence for 2 years for outstanding performance

Experience

Concordia University Wisconsin Mequon , WI Business Manager and HR Coordinator 06/2013 to 03/2016

- Managed biweekly payroll systems for up to 150 employees.
- Assisted with Employee Benefits enrollment and troubleshooting.
- Completed all workers comp claims and attended unemployment hearings.
- Assisted employees with handbook interpretation and updates.
- Ensured all Company policies and procedures are implemented and updated, in accordance with federal, state and local laws and regulations.
- Worked with Managers to develop and execute recruitment plans, ensure proper job postings, applications, interview process and proper maintenance of records and compensation analysis.
- Served as Leave of Absence liaison, with the Corporate Office, and ensured all cases in compliance.
- Managed sensitive and confidential information, to include coaching documents, wages and performance action plans.
- Processed all separations and exit interviews.
- Organize and handle all office operations and procedures; A/R, A/P, Expenses and budget.
- Manage relationships; contracts with vendors, service providers, ensuring that all items are invoiced and paid on time.
- Manage office G&A, budget, ensure accurate and timely reporting to top management.
- Comply with all existing government and state labor and legal report requirements.
- Manages sensitive and confidential information.
- Handled all Safety Meeting and reports, maintained all OSHA documentation.

Legacy Health Services Bratenahl , OH Financial Aid Counselor 04/2009 to 02/2013

- Achieve operational goals by composing, analyzing, and assimilating information from varied formats.
- Extensive student contact with frequent interaction with staff from other departments to attract and retain students.
- Manage student records while exercising confidentiality in accordance with applicable State, Federal, and local laws.
- Coordinate activities for financial aid programs, review and complete various reports, as well as handle special circumstances.

Strayer University City , STATE Business Office Manager 03/2005 to 10/2008

- Applied general accounting principles by identifying, and resolving issues.
- Gathered, organized and summarized financial data to participate the budget used excellent analytical skills.
- Developed and implement effective organization plan to accomplish desired objective by established deadlines.
- Managed a staff of up to five - interview, hire, trained, payroll and processed terminations / exit interviews.
- Cultivated and maintain relationships with business contacts.
- Independently managed well defined business functions for the financial aid department as well as handled the campus when Director was unavailable.
- Communicated factual information to corporate office.

Aramark Uniform Services City , STATE Sr. A/R Specialist 01/2002 to 02/2005

- Monitored changes in customer financial status and payment patterns.
- Audited and maintained customer accounts to make sure terms are accurate and customer's profiles had current information.
- Lead A/R staff handled about 25 to 30 calls daily, worked over 90 days past due accounts.
- Daily processing of payments received through lockbox, including returns checks, credit card payments, eft payments and memos, as well as adjustments.
- Resolved all overdue account balances, unassigned cash and payment discrepancies through research, communication and following up with clients or field operations.
- Reconciled accounts status using current and historical invoicing and payment activity analysis.
- Worked with clients and field operations in a proactive manner to resolve discrepancies.
- Review daily open A/R and prioritized collections activities to maximize cash collections.

- Communicated via phone, email, fax and letters with clients to handle all concerns, also interfaced with sales, operations, and finance department to resolve billing, collection, and credit issues.

Education

M.B.A : Business Administration minor HR Management Management 2012 Strayer University , City , State GPA: GPA: 3.98 Business Administration minor HR Management Management GPA: 3.98

Skills

General accounting, Analytical skills, A/P, AS400, Benefits, Billing, Budget, Coaching, Credit, Customer Service, Documentation, Email, Fax, Finance, Financial aid, Interpretation, Invoicing, Legal, Letters, Lotus, Access, Excel, MS Office, Office Administration, Outlook, PowerPoint, Word, Payroll, Policies, Recruitment, Reporting, Research, Safety, SAP, Phone, Training, Troubleshooting