

**Beth Kenward**  
6810 Pontiac Dr., Reno, NV 89506  
(702) 373-2255 [momycani@gmail.com](mailto:momycani@gmail.com)

## Qualification Summary

Administrative Support professional with experience working in fast paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, discreet, and committed to superior customer service. Confident and poised in interactions with individuals of all levels. Detail oriented and resourceful in completing projects, able to multi-task effectively. Capabilities include, but are not limited to:

- |                               |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
| *Word Processing & Typing     | *Filing & Data Archiving     | *Benefits Administration    |
| *Workers Compensation         | *Accounts Payable/Receivable | *Human Resource/Payroll     |
| *Customer Service & Relations | *Property Management         | *Office Equipment Operation |

## Employment History

### **Pelican LLC, Office Coordinator, October 2022 to March 2025**

I was responsible for maintaining employee files, worker compensation files, leave files, preparing billing and deposits. I was responsible for managing rental homes, mobile home park, billboard rentals and commercial space to include conducting tours, writing leases, collecting rents, and scheduling maintenance. I monitored leasing files for insurance and lease expirations. I audit timesheets for payroll and benefit reimbursement for multiple entities. I process documents from paper to digital files.

### **FOX Factory, Office Manager, April 2019 to October 2022**

I was responsible for communicating company personnel information to include benefit information and policy updates and coordinating personnel-related activities by auditing personnel files; entering, checking, and processing payroll; assisting with recruiting, hiring, and evaluation processes; coordinating training; and maintaining personnel files, workers compensation files and employment documentation.

### **Personnel Coordinator, Walmart August 2009 to April 2019**

I was responsible for reviewing applications, scheduling interviews, conducting job offers, and training. I processed schedules, audited clock in/outs for payroll, approved and monitored PTO and LOA's. I managed and maintained workers compensation files. I acted as a resource on benefit information and people policies by answering questions about policies and procedures, administering Benefit Enrollment, coordinating and facilitating New Associate Orientation, coordinating the electronic scheduling process, and following Company policies and procedures, HIPPA, and other states and federal laws in retaining, protecting, and maintaining the confidentiality and integrity of personal information, benefit-related information, and other documentation.

### **Office Manager, Las Vegas Tile Importers, October 2007 to May 2010**

As the Office Manager, I was responsible for balancing the daily cash for three retail stores and preparing deposits for such, for balancing five bank accounts, managing and issuing checks for the accounts payable, monitoring and collecting the accounts receivable. I oversaw the ordering and coordinating of all paperwork for transfer and inventory control for the warehouse at our Las Vegas facility. I was responsible for preparing the month end reports as required by our CPA. I prepared all payroll reports and calculated the information for the resale tax reports. I was responsible for overseeing the insurance plans, to include health benefits, auto, liability and workers compensation policies. I acted as property manager for 5 rental locations by writing leases, collecting rents and scheduling maintenance.

## Skills and Training

Microsoft OS and Programs; Google Suite; E-Verify; Resident Producer (Health, Life, Casualty, Property), learning to code