

Judy Beth Annon

Pipe Creek, TX 78063

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8308908575

#readytowork

Authorized to work in the US for any employer

Work Experience

HR Manager

MacDonald Property Management LLC - Kerrville, TX

February 2018 to Present

Helped streamline reimbursements for mileage. Managed over 130 employee files. Help review and update employee manual. Process bimonthly payroll. Process benefit plans for new hires and termination of employees. Process drug screenings and back ground checks on all new hires. Assist Accounts Payable in processing Utility bills for all 39 properties. Splitting of utilities for Common Buildings, Vacant Units and Office Space for proper GL coding.

HR Assistant - Accounts Payable Assistant

Cecil Motors - Kerrville, TX

October 2016 to February 2018

Assisted the Accounts Payable Manager and the HR Manager with data entry, benefits management, processing new hires and terminations. Check runs and filing. Maintained all benefit records and assisted employees with registering for benefits in a timely manner.

Owner/Manager

B & L Bike Shop - Davis, CA

November 1997 to September 2016

Daily operations of a \$2M+ bicycle store in the University Town of Davis, CA. On site owner and manager, hiring and maintaining all HR records for 12- 25 employees through the seasonal year. Processed all accounts payable, bookkeeping, payroll and human resource management. Purchased the store in 1997 at an annual revenue of \$865K, built up to a \$2M+ business by 2002, sold in 2016 to move to Texas and help care for my aging parents.

Education

High school diploma in Computer Science and DECA

Farmington High School - Farmington, NM

December 1985 to May 1986

Skills

- Employee Relations (10+ years)
- Compensation (10+ years)
- HR (10+ years)
- Human Resources (10+ years)
- Payroll (10+ years)
- benefits (10+ years)
- Benefits Administration (10+ years)
- Human Resources Management
- Workers' Compensation
- Performance Management
- Employee Orientation
- Recruiting
- Office Management
- Management
- Conflict Management
- Talent Acquisition
- Employee Evaluation
- Talent Acquisition
- Interviewing
- Employee Evaluation
- Accounts Payable
- HR Sourcing
- Microsoft Office (10+ years)

Military Service

Branch: Navy

Service Country: United States

Rank: S-3

August 1986 to August 1988

Additional Information

Self employed business owner for 20+ years.

President Castle Lake Ranch Volunteer Fire Department (Current)

Castle Lake Ranch Volunteer Fire Fighter (Current)

FEMA IS-00100.c (Current)

Various Pryor + Certificates fro Excel, Access, HR Management & HR Laws (Continuing)

President National Bicycle Retailers Association (2014)

President Davis Downtown Business Association(2002 - 2004)

Board Member Yolo County Transportation Management Association (2002-2016)

Board Member Davis Bike Club (1998-2006)