

Kaitlyn Fyffe

AP/AR Specialist

Sidney, OH 45365

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937-570-2634

Currently employed by a fast growing aerospace company. Daily task range from creating purchase orders, critically receiving invoices, providing customer service and balancing all accounts and ledgers. In the past two years i have expanded my skills sets to include all aspects of AP/AR. I work closely with all departments to ensure adequate stock is maintained, to ensure bills are sent or paid on time and correctly, and to reports back at the end of every month, quarter and year what percentage of profit were reached per each job and overall. These skill sets are valuable to me because i feel like they are the most basic requirements to being a critical but efficient employee.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Payroll and AP/AR Billing Specialist

KSM Metal Fabrication - Troy, OH

April 2017 to Present

As an administrative assistant for a small company I have had many opportunities to learn and perfect many skill sets. As a self-reliant department of one I have taught myself how to manage my time and prioritize tasks based on importance and deadlines. My average day could include a wide range of tasks and duties such as:

- Prepare and monitor invoices
 - Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
 - Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
 - Handle sensitive information in a confidential manner
 - Develop and update administrative systems to make them more efficient
 - Coordinate repairs to office equipment
 - Greet and assist visitors to the office
 - Calculate taxes and prepare tax forms based on IRS regulations.
 - Ensure that payroll processing is in compliance with federal, state and local laws.
 - Calculate wages for overtime earnings and process vacation deductions.
 - Address payroll inquiries from employees in a timely manner.
 - Prepare payroll and tax reports to Federal, State and local agencies when required.
 - Analyze payroll issues and provide appropriate action plans.
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- Making journal entries for all receipts, payments, and other financial transactions.
 - Filing source documents for all journal entries recorded.

- Posting journal entries to ledger accounts.
- Preparing trial balances.
- Performing bank reconciliations.
- Preparing financial reports.
- Depositing money received by the organization.
- Issuing invoices for money that is owed to the organization.
- Paying accounts on behalf of the organization.
- Performing other duties as required

Although i have many duties I take pride in my work and work extremely hard to ensure everything is done correctly. If any task comes across my desk I don't hesitate to dive in and use any resources i can find to finish the task. I have taught myself many things in this office, from learning how to replace the staples in a copy machine, deciphering IRS request, how to prepare for audits, and most recently how to use a forehead thermometer. My job description for this position is the definition of "and other duties as assigned" and I'm not afraid of new duties or challenges.

Staffing Consultant

Manpower - Troy, OH

December 2016 to April 2017

Responsible for sourcing and recruiting high-quality employees and matching them to job orders that most closely match their skill sets and experience. Utilizes online database and online job boards to find appropriate recruits. Provides high levels of service to clients by matching these high-quality employees to appropriate job opportunities. Utilizes traditional and creative ways of sourcing and recruiting new employees. schedules appointments, interviews, orientations computer testing and meetings. Troubleshoots problems among both clients and employees as well as coach and council associates to ensure quality job performance. I also input associate and client data into an online database in a timely manner as well as various other administrative tasks such as answering the phone, monitoring email inboxes and filing.

Human Resources Director

Continental Home Health Care - Columbus, OH

September 2015 to December 2016

Developed and enforced company policy and procedures relating to all phases of human resources activity.

Developed and facilitated all new-hire orientations.

Conducted employment verifications and investigations.

Built a comprehensive employee recruiting strategy.

Facilitated the criminal background check process for new hires.

Established and monitored employee pay scales.

Managed the employee rewards programs.

Conducted job analysis and job evaluations, resulting in quality job specifications.

Audited workplace, employee and management policies and procedures.

Reviewed human resource paperwork for accuracy and completeness by verifying, collecting and correcting additional data.

Captured key feedback from employees during exit interviews.

Addressed and resolved general payroll-related inquires.

Coordinated complex travel schedules, accommodations and trip logistics for candidates and executives.

Evaluated timecards for accuracy on the regular and overtime hours.

Prior Authorization Manager

Continental Home Health Care - Columbus, OH

September 2015 to December 2016

Led the planning and achievement of goals deadlines and objectives consistent with the agency policies

Established and maintained systems that safely met clients needs in a timely manner.

Entered authorizations into the online patient file system efficiently and without errors.

Prepared requests accurately and neatly for insurance companies.

Recruiter

Vector Marketing - Troy, OH

May 2015 to September 2015

Supported management in developing and implementing personnel policies and procedures.

Hired employees and initiated the new hire paperwork process.

Explained all of the human resources policies, procedures, laws, standards and regulations to each employee.

Developed and facilitated job recruitment fairs.

Tracked key dates and deadlines and maintained specific personnel lists.

Barista

Starbucks - Troy, OH

August 2014 to September 2015

Complied with standards for merchandising, stocking and storing product.

Developed and demonstrated skillful and creative latte art to engage customers.

Cleaned counters, machines, utensils and seating areas daily.

Accurately took to-go and special orders via phone.

Constantly expanded personal knowledge of coffee styles and varieties.

Ensured customer loyalty by remembering personal preferences and allergy information.

Trained new team members with positive reinforcement and respectful, encouraging coaching.

Education

Associates in Business

Edison Community College - Piqua, OH

Present

Diploma

Troy High School - Troy, OH

2006 to 2010

Skills

- Strong communication skills

- Records maintenance
- Interviewing
- Recruitment/staffing
- Training programs development
- Developing office systems
- Human resources policies
- Highly organized
- Payroll administration experience
- Time management
- Exceptional customer service
- Employee handbook development
- Professional phone etiquette
- Microsoft word (10+ years)
- Excel (5 years)
- Troubleshooting (5 years)
- Outlook
- Data entry (10+ years)
- HIPAA Compliance trainer (2 years)
- Medical Terminology (2 years)
- Medical Billing (1 year)
- Accounts Payable
- Accounting
- ADP
- Payroll
- Bank Reconciliation
- Journal Entries
- General Ledger Accounting
- Tax Experience
- HR Sourcing
- Accounts Receivable
- Financial Report Writing
- SAGE 100 (3 years)
- Outlook (5 years)
- Outlook Calendar (5 years)
- Multi-line Phone Systems (9 years)
- Office Management
- Balance Sheet Reconciliation
- Account Reconciliation
- Financial Statement Preparation
- Medical Coding
- Auditing

Certifications and Licenses

CPR/First Aid

June 2016 to June 2018

Driver's License

Insured driver.

Assessments

Sales Fit — Proficient

March 2020

Assesses personality traits that are important for sales roles.

Full results: https://share.indeedassessments.com/share_to_profile/dffd33fdb2344ba54a0b0b37922bb2d2eed53dc074545cb7

Work Style: Reliability — Proficient

March 2020

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/e709acdbe867c756313cf9376d33f4f7eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

March 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/dadb83b588a16f229c2025bd44a81ae1eed53dc074545cb7

Basic Computer Skills: PC — Proficient

March 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_to_profile/aa7ad56b3a2b01bfa2dcffd59be591fc

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Reference

Beth Taylor - (937) 418-8647

- Supervisor at Starbucks