

Kathrine Henderson

Lake Elsinore, CA 92530

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310-706-7071

Work Experience

Timekeeper

SDG&E - San Clemente, CA

August 2017 to Present

Union Payroll Timekeeper

Responsible for compiling and posting union employee payroll data and manages hours clocked. Accurate preparation, documentation and distribution of payroll via payroll system. Handle complaints or questions regarding discrepancies. Responsible for tracking leave hours, termination paperwork, assist District manager on all office supply orders, conference/event meetings and any work-related injuries and OSHA logs.

Operations Specialist

SDG&E - San Clemente, CA

May 2016 to August 2017

Track, monitor, and coordinate in SAP flow of work orders and inspections. Set up and maintain computerized records. Provide schedule reports create and track work orders. Track computerized maintenance of utility records. Work closely with lineman and dispatch staff in resolving concerns. Responsible for taking all meeting notes for the district.

Accounting Assistant

Calculated Concepts - Orange, CA

September 2015 to January 2016

Responsible for full cycle accounts payable, preparing management analysis and reports.

Personal Assistant to CEO

Calculated Concepts - Newport Beach, CA

September 2015 to January 2016

Account manager for client accounts. Assist CEO in day to day operations. Maintain HR folders for all subcontractors. Complete hiring process including running background and credit checks. Manage payroll thru an online third party service. Designed and implemented an electronic file system. Manage CEO's calendar and manage emails.

Price Specialist

National Vender - Lake Forest, CA

December 2014 to August 2015

Responsible for validation and research of claims, prepare management reports and tracking claims statistics.

Contractor[Temp Agency]

Display It Inc - Foothill Ranch, CA
January 2013 to December 2014

Accounts Payable

Directly responsible for full cycle accounts payable., reconciling credit card statements. Create monthly reports for management on vendor's payment schedule. Responsible for check requests and tracking open requisitions.

NexGen Digital - Irvine, California - Accounting Clerk

Responsible for posting sales and for full cycle accounts payable

West Coast Beverage - Orange, California - Operations Assistant

Responsible for maintaining inventory records; worked closely with the field technicians in creating purchase orders. Worked with vendors on product prices and coordinating lead times of purchase orders. Responsible for creating and tracking sales leads reports. Created and implemented an automated material inventory tracking program.

Office Administrator/Purchasing Assistant

Nanovea Inc - Irvine, CA

October 2011 to December 2012

Overall responsibilities for Accounts payable and accounts receivable in QuickBooks, and inventory maintenance, verifying all information for accuracy and discrepancies. Work with international suppliers on purchase orders. Maintain budgetary expense spreadsheets and reporting.

Product Coordinator Assistant

Amazon Vendor Central - Foothill Ranch, CA

October 2008 to May 2011

Responsible for updating and maintaining material. Work with product team on web image production and editing.

Sales Coordinator:

Responsible for updating and maintaining customer National Vendor Portals (Amazon Vendor Central, Urban Outfitters Tradestone, Dicks Sporting Goods) Prepare and load files to eCatalogue (GXS OpenText, Intertrade). Prepare sales reports, order samples for buyer meetings.

Account Administrator:

Responsible for the creation of sales breakdown reports, and other reports as requested. Responsible for data entry of resale tax certificates into Taxware software.

Education

Associate in Business Administration

Orange Coast College

2015

Certification of Phlebotomy

Universal Career College - Santa Ana, CA

2009

Certification of Medical Assistant and Limited X

Modern Technology School - Fountain Valley, CA

2009

Certification in Medical

Sunrise Medical Center and Concentra Medical Center
2007

CMA License

State Boards

High School Diploma

El Dorado High School - Placentia, CA

Certifications and Licenses

Driver's License

Assessments

Office Manager — Proficient

July 2019

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_assignment/dyoanl7htnw5ijqe

Business Math — Expert

July 2019

Measures a candidate's ability to use basic math to solve problems in a business context.

Full results: https://share.indeedassessments.com/share_assignment/l4m3-xm7ui9wgfjr

Data Entry — Highly Proficient

July 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: https://share.indeedassessments.com/share_assignment/oplqmhkg-lktgjol

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

Additional Information

AREAS OF EXPERTISE

Meeting Coordination • Project Management • Office Administration Client Relations • Expense Reporting • Accounts Receivable • Vendor & Supply Management • Issue Resolution • Special Projects Technology Management • Staff Hiring & Training • Calendar Management • Travel Planning • MS Office • 10 Key Touch • Typing (70 wpm) • SAP • Microsoft Office Suites • ACT! • QuickBooks • Payroll4Free • KRONOS • GIS/ArcFM Silverlight • MyTime • Arcos • MyTime • ACROS