

# Alissa Hadding

Lima, OH 45801

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419-905-5572

I am a resourceful, passionate and skilled individual with an MBA seeking a position in Business Administration where I can utilize my training and skills to make a major contribution to a great organization.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Work as the Business Office Manager**

Heir Force Community School

2014 to Present

Some duties include: Payroll, Payables, Purchasing, Employee Benefits Management, ODE Compliance Officer, Facilities Management, Event Planning.

### **Rural Carrier Associate**

United States Postal Service

2008 to 2018

Organized, memorized and delivered mail for all rural mail routes in Allen County.

## Education

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### **MBA in Business Administration**

University of Northwestern Ohio. Lima - Lima, OH

2018

### **Bachelor's in Business Administration**

University of Northwestern Ohio. Lima - Lima, OH

2010

## Skills

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- Facilities Management
- Event Planning
- Human Resources (5 years)
- Project Management
- Office Management
- Procurement
- Program Management

- Payroll
- Management
- Purchasing
- Compliance Management
- Strategic Planning
- Logistics
- Recruiting
- Process Improvement
- Budgeting
- Administrative Experience
- Employee Orientation
- Supply Chain
- Team Management
- Vendor Management
- Merchandising
- Pricing
- Interviewing
- Research
- Computer Networking
- Administrative & Business Operations
- Communication Skills (10+ years)
- Google Suite