

DEBRESHADON HOLLINS

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OBJECTIVE

To obtain a position that will allow me to utilize, display and enhance my skills in an organization in which there is stability and room for growth.

EXPERIENCE

Accounting Assistant/Administrative Services Specialist July 18, 2019 – October 21, 2019

Covenant House California, Los Angeles, CA

- Accounting: Assigned Distribution Codes to Vendor invoices and applied General Ledger coding/prices to purchased items
- Accounts Payable: Processed 60 checks weekly, 20-30 ACHs weekly and 30-40 tenant rents monthly
- Document Management: Scanned invoices/confirmations into our shared drive, labeling them according to expense date and fiscal year
- Customer Service: Proactively requested billing information from Vendors and followed up with Administration regarding Check/Wire Requests

Payroll Data Entry Specialist October 1, 2018 – December 26, 2018

Randstad Professionals: Warner Brothers Entertainment, Burbank, CA

- Payroll: Maintained payroll for up to 6,000 employees
- Time Management: Processed Animation Weeklys, Story Analysts, Talent Vouchers, Work For Hires, Exempt and Non Exempt employees
- Data Entry: Entered Day Counts, Hours Worked, Pay Rate, Flat Rate, Salary, G/L Code, Production Code, Object Code, Detail Code, Work Status, and Crew Code
- Transactions: Cancelled, reissued checks using Remedy, applied Sepcheck Codes (Check Location)

Payroll Coordinator August 24, 2017 – April 25, 2018

AppleOne Staffing: Platinum HR Management, Los Angeles, CA

- Payroll: Maintained payroll for 13 facilities and over 1,000 employees
- Time Management: Entered New Hire, Re-Hire, Direct Deposit requests and Terminations
- Data Management: Updated Job Status Changes, Salary Changes, Direct Deposit Cancellations, W4 Updates and Personal Information Changes
- Calculations: Processed Retro, Bonus, Auto Allowance and PTO Cash Out checks
- Reports: Trial, Gross to Net, Deduction Recap, Tax Liability, Summary, PTO Balance and Finals
- Customer Service: Answer incoming calls, facility inquiries and follow up with solutions

Payroll/Billing Clerk June 4, 2012 – April 1, 2016

Flying Food Group, Los Angeles, CA

- Payroll: Entered payroll adjustments, missed time punches, maintained sick/vacation requests for up to 300 employees
- Time Management: Entered employee schedules weekly for 3 departments, processed shoe reimbursements, termination checks & direct deposit transactions
- Detail: Audit accounts for billing errors, pricing, ratio verifications, and correct menu cycle
- Data Entry: Invoiced accounts, maintained billing for 4-8 agents, processed cycle changes monthly/quarterly, created agency bills, and reported food/service revenue by deadlines

- Accounts Payable: Processed invoices according to purchase orders by batches, verify General Ledger coding, reconcile payments at cycle end, and maintain vendor accounts
- Accounts Receivable: Follow up with customers regarding delinquent accounts, credit/debit memos, reconcile to General Ledger, file cash/wire transfer receipts
- Customer Service: Answer incoming calls, distribute/receive new employment applications, respond to customer emails

Billing Administrator October 3, 2011 – May 4, 2012 (Contract)

Adecco Staffing: Daylight Transport, Long Beach, CA

- Time Management: Retrieved all Agent Bill of Ladings daily by deadline & reported errors before Agents closed
- Detail: Audited Bills of Lading for CODs and errors
- Data Entry: Confirmed/Docked 400 to 600 Bill of Ladings with pro numbers, Agent/Terminal Codes, documented bills received, missed & CODs
- Research: Missed Bills of Lading, total bills received, Urgent/Critical Care Shipments, CODs, customer inquiries & internal requests
- Customer Service: Scheduled pickups, answered tracking/billing inquiries, routed calls to terminals

Order Processing Clerk May 2, 2011 – August 5, 2011 (Contract)

Adecco Staffing: PCE International/SKI-USA, Inglewood, CA

- Processed Orders: 20 to 50 purchase orders daily
- Invoiced Billing: 20 to 50 local and international customers daily
- Inventory Management: Replenished/ maintained Mail Order warehouse inventory
- Account Management: Processed credit/debit memos & updated customer information
- Customer Service: 15 to 20 inbound/outbound calls, facility memos, catalog requests & provided tracking information when requested
- Earned Recommendation Letter from Vice President of PCE International

Order Processing Clerk March 3, 2008 – July 2, 2010

AppleOne Staffing: Moldex Metric Inc., Culver City, CA

- Processed Orders: 60 to 120 purchase orders daily
- Invoiced Billing: 80 to 120 local and international customers daily
- Inventory Management: Processed back orders, updated warehouse inventory
- Account Management: Processed credit/debit memos & updated customer information
- Customer Service: 20 to 30 correspondences, memos & provided tracking information when requested

Administrative Assistant December 5, 2005 – June 1, 2007 (Contract)

Adecco Staffing: Toyota Financial Services Headquarters, Torrance, CA

- Data Entry: 60 to 80 deficiency statements daily and processed accounts to forward to a deficiency list.
- Billing: 10 to 15 agency repossessions on a daily basis.
- Collections: 10 to 15 post repossession letters on a daily basis.
- Management: Maintained over 1,500 accounts within 2 months.
- Multiple Departments: Assisted up to 4 other departments (Tax, Legal, Fraud, Accounting) within 4 months at one time

Customer Service Representative October 6, 2003 – October 7, 2005 (Contract)

Volt Staffing: Verizon Corp. LBSC, Pomona, CA

- Research: Set in motion investigations for pending conflicts with telephone numbers, phone lines, and circuits
- Data Entry: Created tickets for technician group to research/service customer conflict with communication systems.
- Time Management: Scheduled appointments to have communication systems (phone lines, circuits and phone numbers) tested
- Customer Service: Proactively answered incoming calls, redirected calls to appropriate departments.

Data Entry Clerk September 9, 2002 – September 5, 2003 (Contract)

Helpmates Staffing: UPS SCS, Gardena, CA

- Inventory Management: Responsible for inventory maintenance of Cargo and Ocean Bills.
- Research: Monitored AMS Automated Manifest System
- Time Management: In charge of scheduling incoming and outgoing Cargo and Ocean shipments.
- General Office: Assisted supervisor on completing accounting statements as well as review and approve invoices for payment.

SKILLS

Typing (50 wpm), Data Entry (11,000 keystrokes/hr), 10-Key (12,000 keystrokes/hr), Organization, Efficiency, Multitasking, Time Management, Account Management, Inventory Management, Detail Oriented, Computer Literate, Microsoft Outlook, Word, Excel, Access, AMS, CAD, DMS Explorer, PeopleSoft, Mas90, Truckmates, EDI (True Commerce), FAIRs, Adage, ADP, Kronos, Remedy, Workday, OTA/Workbrain, Concur, CashPro (Bank of America), and Lawson/Velocity

EDUCATION

High School September 8, 1998 – June 21, 2002

Palisades Charter High School, Pacific Palisades, CA

- High School Diploma (Credits: 240 – GPA: 2.62)

College June 9, 2008 – March 8, 2009

ITT Technical Institute, Torrance, CA

- Computer & Electronic Engineering (Credits: 28 – GPA: 3.64)