**Brandi Kettelhut**

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**Summary**

Versatile administrative professional with extensive and diverse experience across multiple disciplines. Able to balance the needs of management and employees while maintaining a high level of confidentiality. Committed to providing employees with excellent customer service. Key skills include the following:

▪ Accounts Payable/Receivable ▪ Administrative Support ▪ Payroll Administration

▪ SAP Administration ▪ On-boarding and off-boarding ▪ Pre-Employment Testing ▪ Compensation ▪ Benefits and 401K Enrollment ▪ Insurance Terminology ▪ Medical Terminology ▪ Medical Billing and Coding

**Professional Experience**

**Compensation and Data Administrator** Valpak/Cox Target Media – Largo, Florida

November 2004 – December 2010

Conducted programs of compensation, job analysis, and benefits administration. Worked with Human Resource leaders on budgeting and auditing of benefit expenses. Maintained various documents needed by other areas within Human Resources.

▪ Participated in salary surveys and analyzed results to determine organization’s market relationship.

▪ Completed Manufacturing Pay Study for new printing facility.

▪ Provided guidance to employees on compensation and benefits programs, policies, and plans.

▪ Participated in open enrollment process annually.

▪ Rolled out and managed new employee discount program.

▪ Conducted market analysis to identify competitive practices and trends in specific geographic areas.

▪ Responsible for monthly benefits bills; audited bills received from benefits providers.

▪ Acted as primary back-up for SAP HRIS Data Administrator during peak workloads.

▪ Administrated in the creation, review, and update of job descriptions; maintained description database.

▪ Maintained Human Resources, Training, Corporate Communications, and Security departmental budgets.

▪ Acted as the point of contact for the tuition reimbursement program and tracked participation.

▪ Tracked ARRA and COBRA benefits for government reimbursement.

▪ Supported Benefits Manager during open enrollment.

▪ Created and maintained reports measuring employee turnover, staffing costs and bonus plan costs.

▪ Served as contact for SAP position administration.

**Human Resources Project Specialist**

Valpak/Cox Target Media – Largo, Florida

February 2007 – October 2007

Worked on special projects that included relocations, employee communications, HRIS system related projects, employee recognition programs, employee meetings/events, and process improvements.

▪ Provided data and prepared informational reports and documents for management.

▪ Participated in organizing company events, the star performer gala and annual employee appreciation day.

▪ Facilitated relocation process for new hires and internal transfers.

▪ Maintained employee training records to receive reimbursement from government grants.

▪ Served as primary back-up for Security Specialist and HR Assistant.

▪ Compiled data from the HRIS system and prepared reports.

▪ Entered data into the database and HRIS system to maintain accurate records.

▪ Tracked all FMLA related absences.

**Human Resources Assistant**

Valpak/Cox Target Media – Largo, Florida

November 2004 – February 2007

Provided support in functional areas of the human resources department, including recruitment and employment, personnel records, benefits and employee relations.

▪ Performed clerical functions, general assistance and support to the Human Resources staff.

▪ Distributed communication including recruiting materials, benefits confirmations and payroll correspondence.  
▪ Created offer letters, welcome letters and employment packets.  
▪ Administered new hire orientation and benefits enrollment.

▪ Responded to employment verifications.

▪ Ensured all up-to-date legal postings are placed in a designated area within established timeframes.

▪ Maintained the employee badge program including badges for employees, visitors, contractors, etc.

▪ Administered Applicant Tracking System.

▪ Posted job requisitions on company intranet, various external job boards and social network sites.

▪ Provided generalists with employee relations assistance.

▪ Conducted pre-employment reference and background checks.

▪ Provided assistance to recruiters at job fairs and tracked the results for effectiveness.

**Accounts Receivable Clerk**

Keystone Automotive – Largo, Florida

June 2003 – November 2004

Performed a variety of tasks related to maintaining the accounts receivable records, including preparing customer statements, creating bills and invoices, making collection calls, and handling basic client inquiries.

▪ Calculated and posted receipts to appropriate general ledger accounts.

▪ Verified details of transactions, such as funds received and total account balances.

▪ Prepared monthly receivable statements.   
▪ Completed deposit slips and made daily bank deposits.

▪ Provided backup support to Accounts Payable Specialist.

▪ Reconciled past due accounts, using hard copy invoices, for previous 3 years and collected balances owed.

▪ Placed collection calls to businesses with outstanding invoices.

▪ Maintained customer files.

▪ Compiled and sorted documents, including invoices and checks.

**Education**

**AA in Psychology**

Tulsa Community College – Tulsa, Oklahoma

**Certificate in Accounting**

International Business College – El Paso, Texas

**Technical Skills**

▪ Microsoft Office Suite ▪ Quickbooks ▪ SAP

▪ PeopleSoft ▪ TriNet ▪ Paycor

▪ Kareo ▪ Practice Fusion

**Licenses, Certifications and Memberships**

▪ PSI CHI (National Honor Society in Psychology) Member, 1997-Present

▪ Certified Professional Coder – Apprentice (CPC-A), 2018

▪ AAPC (American Academy of Professional Coders) Member, 2018-Present