

Sharon Burnette
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EDUCATION:

Northeast State Technical Community College, Blountville, TN

- Currently pursuing a degree in Computer Science
- A.A.S., Office Systems Technology, 1998, GPA 4.0
*Phi Theta Kappa International Honors Society
- Certificate, Data Entry, 1994, GPA 4.0

Software: SAP ERP business software

EXPERIENCE:

EASTMAN CHEMICAL COMPANY

MAY 2002 TO PRESENT

Payroll Specialist:

- Working knowledge of SAP
- Co-owner/Administrator of our Payroll SharePoint page. Served on team to coordinate the switch from our HR Role Page to SharePoint
- Vacation Coordinator: Maintain vacation quotas and changes for all Eastman sites. Responsible for knowing the various rules for the different union sites per their individual contracts or special state laws. Also responsible for paying out the appropriate pay-in-lieu of vacation for all terminated employees
- Purchased and maintained office supply inventories and being careful to adhere to budgeting practices
- Serves as Payroll contact person for Kingsport, and Pennsylvania sites and initial contact person for incoming calls into Payroll and directing them to the appropriate person for assistance
- Enter various special payments and other entries into the Payroll system
- Created new work schedules as requested and generated all work schedules in the system at end of year
- Ran time reports to identify errors and following up with time keepers and HR Assistants to insure appropriate corrections are made, reducing costs by helping to eliminate employees from getting paid incorrectly
- Maintained the Time Management website
- Coordinated the training sessions for timekeeper training. Scheduled rooms, maintained list of nominees, sent out meeting notices, get packets together
- Served as Primary Business Contact for security issues related to Timekeeping. Checked to make sure the employee has had the required training and no conflicts were present
- Coordinated communication to employees concerning vacation via our Company NewsVine
- Wage Assignments: Processed all wage assignments (child support, creditor, bankruptcy, tax levies) as they were received through payroll. Resolved questions concerning wage assignments.
- Wage information and verification: Completed wage information and verification forms from the states, courts, etc.
- Reimbursements: Prepared reimbursements and wire transfers for each payroll. Reconciled amounts sent to Fidelity for 401K deferrals, EIP loan and deferred compensation.

Administrative/Staffing Assistant:

Provided administrative support for the Director, VOR HR; Manager, VOR HR Programs; Staffing Representative and other VOR personnel including but not limited to

- Managed calendars ensuring optimum use of their time
- Coordinated team meetings, prepared agendas, scheduled presenters, scribed and distributed minutes
- Procured supplies and reconciled statements
- Compiled and distributed monthly VOR Highlights
- Prepared and posted jobs for E-Jobs and external sources
- Responsible for the administration of VOR HR Programs Role Page
Applicant/new employee/contractor responsibilities

- Scheduled interviews
- Coordinated travel arrangements for site visits
- Arranged for pre-employment medical screening
- Submitted background checks and reviewed results
- Prepared Personal Services Contracts for signatures
- Approved and scheduled training to enable contractor to secure a Contractor Pass

Budget Coordinator for Voridian HR

- Prepared and entered into the budget system budgets for all VOR HR Administration and Staffing cost centers
- Verified for accuracy charges on the monthly report; investigated and resolved any discrepancies
- Prepared and maintained comparison spreadsheets for review by VOR HR management

Training

- Attended various Payroll conferences and workshops sponsored by the American Payroll Association
- Excel Level II and Level III – New Horizons Computer Learning Center
- Power Point
- “Working Smart with Microsoft Outlook” by Priority Management
- Windows XO Office Suite Online courses
- “Administrative Support” Skillsoft online course
- SharePoint training

Miscellaneous/Contributions

- Safety: Safety Warden, Safety Training for building, entering completions in TEDS system; Safety Coordinator responsible for investigating and submitting reports for OSHA recordable incidents in building
- Served as United Way Representative for Voridian HR for 2003
- Streamlined the payroll reimbursement process, reducing time to complete from approximately 5 hours to approximately 3 hours.
- Previous Co-editor of the Tennessee Eastman Hiking and Canoeing Club Newsletter

BRISTOL REGIONAL MEDICAL CENTER, BRISTOL, TN

HEALTH INFORMATION SPECIALIST, 1998 TO 2003

- Correspondence: Responsible for the releasing of medical information in accordance of Tennessee state law and hospital policy. Responsible for billing and posting of payments.
- Birth Certificate Clerk: Prepared and certified the birth certificates as required by state law. Assisted unmarried parents desiring to establish paternity by preparing and notarizing affidavits. Responsible for the monthly reporting of institutional deaths and births within our facility to the state of Tennessee.
- Analyst: Responsible for arranging charts in universal chart order and entering physician deficiencies after discharge of patients.
- Dictation Room Attendant: Assisted physicians with their incomplete charts. Managed and audited the incomplete chart files. Retrieved records for patient care.

B&R MANUFACTURING, BLOUNTVILLE, TN

ADMINISTRATIVE ASSISTANT, 1997 TO 1998

- Managed the payroll for 10 employees
- Data entry of invoices and expenses
- Assisted with bookkeeping
- Managed the filing system

FELLOWSHIP TOURS, GRAY, TN

SECRETARY, 1995 TO 1997

- Managed day to day operations of business during absence of employers
- Prepared tours and made reservations
- Posted payments and made deposits
- Provided customer service

PERSONAL ACHIEVEMENTS:

- Successfully completed the H&R Block Income Tax Course for 2003
- Served as volunteer Auxiliary Officer for the Bristol Tennessee Police Department