

Vicki Brown

Web Developer - B&B Global, LLC

Nashville, IL - Email me on Indeed: [indeed.com/r/Vicki-Brown/5238f56a786c74fb](https://www.indeed.com/r/Vicki-Brown/5238f56a786c74fb)

WORK EXPERIENCE

Web Developer

B&B Global, LLC - Nashville, IL - May 2012 to Present

Wasp Inventory Software, Ebay, Amazon, ProStore, Inkfrog, Highwire, HTML

- Implementing inventory system from beginning to end
- Building e-tail website
- Managing and transferring inventory from Ebay to website
- Bi-weekly payroll and payroll taxes (2008-Present)

Internship - Report to Software Engineer

NJVC, LLC - O'Fallon, IL - May 2011 to August 2011

Software Development Support Intern:

HTML, JavaScript, jQuery, SharePoint 2010, SharePoint 2010 Design, Virtual Machine, MS Expressions

- Co-developed NJVC Annual Golf Tournament website
- Developed Scrum Board using SharePoint 2010 and SharePoint Design

Assistant Controller

Beck Bus Transportation - Mount Vernon, IL - March 2008 to November 2009

MAS 90, Microsoft Office 2003

- Prepared and posted Journal Entries daily
- Posted and balanced Cash Receipts
- Reconciled general ledger accounts including Payroll, Account payables and Account Receivables
- Reconciled Bank Statements
- Prepared and posted Account Receivables
- Prepared and posted Account Payables
- Implemented payroll procedures (Transitioned from Paychex to ADP)
- Assisted others as needed

Controller

Baker's Footwear Group, Inc - St. Louis, MO - August 2006 to September 2007

ADP Payroll System, Microsoft Office 2003, Trintech Management Software, ProAct and JDA a DOS based system

Payroll Specialist: Bi-weekly payroll (2500 employees, over 250 locations, 40 states)

- Implemented payroll procedures (ADP Payroll System)
- Tracked vacation and sick hours
- Interacted with all Managers on a daily basis
- Audited payroll reports per Asst Controller
- Analyzed various information as assigned by Assistant Controller
- Payroll journal entries
- Interacted with Managers on a daily basis

Banking/Sales Audit Department: Report to Department Manager

- Tracked deposits on a daily basis
- Audited/Analyzed deposit activity
- Reconciled bank account statements
- Audited/Analyzed store payouts
- Projects as assigned
- Interacted with all Managers on a daily basis
- Journal entries

Payroll Administrator

Karco, Inc - Okawville, IL - August 2001 to June 2006

Okawville, IL 62271 - Report to Office Manager

Cougar Mountain, Vision Point/PetroData, AES, Excel, Word, Internet and E-mail

Payroll Administrator: In house bi-weekly payroll (250 employees, 3 companies, 20 locations)

- Implemented payroll procedures
- Tracked vacation hours
- Payroll taxes quarterly and annually
- Payroll tax forms and W-2's (650 per year)
- Payroll reports for Management

Human Resource Representative:

- 401(k) plan
- Health insurance
- Unemployment insurance
- Workmen Compensation
- Verifications
- Maintained personnel files
- Company contact for employees

Accounting: AES Retail

- Daily accounting activities (4 convenient stores)
- Monthly balancing
- Billing to stores
- Various other duties as assigned

Additional information is available upon request.

EDUCATION

Associate in Systems Design

Kaskaskia College

January 2010 to May 2012

SKILLS

Website Design, Inventory Management, Payroll Administration, SQL, HTML