

# Client Name

## Qualifications Summary

Multifaceted and service-oriented professional with demonstrated success in obtaining grant funding through identification and development of viable proposals for external programs' funding to address priorities and goals.

- Ability to oversee and manage all aspects of human resources processes and support business in HR needs.
- Skilled in assisting in service functions in areas of accounting, grants management, record-keeping, invoicing / documentation, various reconciliations, and financial statement preparation / analysis.
- Instrumental in entering, retrieving, and updating client data on daily basis by using software applications.
- Recognized for hiring, supervising, and leading work of employees and volunteers.
- Renowned for creating, leading, monitoring, and maintaining programs / events, including collecting equipment and utilizing information in facility scheduling and sports programming.
- Articulate communicator with excellent communication, interpersonal, negotiation, problem solving, multi-tasking, time-management, and analytical skills.
- Technically proficient in Microsoft Office Suite, Outlook Express, Lotus Notes, and other database software / applications.

## Areas of Expertise

- ◆ Reports & Documentation
- ◆ HR Management
- ◆ Administrative Assistance
- ◆ Strategic Planning
- ◆ Team Leadership / Building
- ◆ Budgeting & Payment Procedures
- ◆ Operational Management
- ◆ Relationship Building
- ◆ Employee Management

## Professional Experience

### Wal-Mart Pharmacy Pharmacy Technician

2019 – Present

Facilitate Pharmacists alongside helping with several tasks to ensure seamless workflow.

- Carried out various activities, including preparing medicines, taking prescriptions, liaising with customers / doctors, measuring medication, providing instruction / advice, gathering payments, and maintaining stocks to meet scope.

### Bright Ideas and Solutions LLC Grant Writer | Administrator

2010 – Present

Research grant programs for nonprofit organizations, draft / submit funding applications, deliver timely advice / information, and concern requirements / procedures to ensure zero discrepancies. Collaborate required reports for submission to funding sources along with overseeing payroll, taxes, and human resource needs for small businesses.

- Served as grant writer and administrator to help several nonprofit organizations in acquiring federal, state, and local funding and aided organizations to meet reporting requirements and maintain needed budgets for each program.

## **Cyient**

**2011 – 2018**

### **Administrative Assistant**

Invoiced contractor for services rendered and maintained financial records for North Mississippi Branch. Formulated weekly and monthly reports to track successful job completions and potential revenue.

- Carried out project assignment and management through database system to deliver quality performance.
- Created training manuals for each position, including job descriptions, requirements, and software training.

## **LIFT Incorporated**

**2008 – 2010**

### **Financial Coordinator | Chief Financial Officer**

Defined financial procedure and executed infrastructure required to support continued growth of nonprofit organization. Managed and optimized administrative / financial system effectively, involving financial, accounting, legal, information technology, human resources, and physical infrastructure.

- Acted as tax preparer and administrator for Volunteer Income Tax Assistance (VITA) program to excel in achieving goals and objectives.
- Created and administered budget for \$6M+ in federal and state funds in order to make maximum use of allocated funds.

## **Additional Experience**

**Counselor's Assistant** at Mississippi Department of Rehabilitation Services

**Sales Associate** at BellSouth Telecommunications

**Clubhouse Director** at Boys & Girls Clubs of North Mississippi, New Albany Unit

## **Education**

### **Master of Business Administration in Human Resource Management**

Baker College Center for Graduate Studies, Flint, Michigan

### **Bachelor of Business Administration in Management**

Mississippi State University, Starkville, Mississippi

## **Licenses & Certifications**

**Certification in Administrative Assistant/Executive Secretary** | Stratford Career Institute (Online)