

JOHN DOE
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OBJECTIVE

To obtain an HR Assistant and/or Benefits Coordinator position where I can fully utilize my experience, training skills and energy to contribute to profitability, teamwork, and company success. To continue to develop and apply knowledge in order to support Human Resource requirements and functionality.

PROFILE

Detail-oriented professional with sixteen years experience as an Administrative Assistant, HR Support and Benefits Coordinator. Congenial, self-starter, highly organized individual with a strong work ethic and a proven track record of reliability and determination. Member of SHRM.

COMPUTER SKILLS:

Effective knowledge in a variety of business computer systems and programs including: Microsoft Outlook, Microsoft Excel, Microsoft Word, Word Perfect, ADP and CBIZ-Century Payroll Systems, On-line Benefits Web-sites

PROFESSIONAL EXPERIENCE:

Jones, Smith & Glass, P.A., Boca Raton, Florida **1/04 -Present**
Interdisciplinary practice consisting of 30 attorneys with a significant presence in Florida and holding an "AV" rating given to only one percent of the law firms reviewed by Martindale-Hubbell Law Directory.

Administrative Assistant to the Chief Operating Officer/Benefits Coordinator:

Organized and maintained the business office including, but not limited to: payroll, personnel records, new employee orientation, benefits coordination, and compliance. Developed forms and procedures, organized quarterly staff meeting/luncheons within a budget, created agendas, organized and hosted special events, created, facilitated and scheduled employee orientation and managed calendar.

Instrumental in securing a sizable tax refund and refunds for insurance payments on terminated employees, bringing on-board a health advocate, bringing payroll and personnel files into compliance, and creating an open-door atmosphere.

Earned a reputation of consistently achieving success in accomplishing tasks while remaining even-tempered and patient with peers and management, thereby furthering company morale.

Rewarded with trust and higher levels of responsibility.

PROFESSIONAL EXPERIENCE (continued):

Boca Raton Catholic Church Boca Raton, Florida 4/93 – 12/03

One of the--if not the--largest church campuses in South Florida consisting of church services and organizations, motel accommodations, food services, bookstore, weekly business community luncheon and a variety of special events and performances.

Administrative Assistant to Controller:

Responsible for office work-flow management, scheduling appointments, accounts payable, payroll, insurance administration, bank reconciliations, customer service, developing a procedures manual, creating and maintaining proper documentation, correspondence, inventory control, and various reports.

Instrumental in creating certain procedures regarding customer service to maximize efficiency and minimize transaction time. Created a system to track company credit card possession and use. Obtained discounts from certain vendors and set up company records retention system.

Recognized for ability to greet each task with confidence and a positive attitude. Consistently rose to meet new challenges and create ways to accomplish whatever was required to “get the job done.”

Boca Glades Community Church Boca Raton, Florida 10/86 – 8/90

The second largest community church in Palm Beach County committed to meeting the needs of the community while offering family oriented events and ministries.

Senior Pastor’s Administrative Assistant/Office Manager:

Responsible for all office activities and management, pastor’s correspondence and calendar, all church publications, membership and contributions, receptionist duties, and inventory control.

Developed a procedures manual, managed a staff of volunteers, researched and recommended the purchase of office equipment, and secured discounts for office supplies.

Recognized for organizational and management skills, the ability to meet goals, the ability to bring a concept to fruition, leadership abilities, skills, and intelligence, as well as being a self-starter.

EDUCATION

High School Degree, Miami, Florida
Various Seminars, Training, Classes and Conferences

References: Available upon request