

MS. SUNNY SNAITH

P O Box 681727, Fort Payne, AL 35968

SunnySnaith@gmail.com

A versatile administrative professional with a focus on organization, efficiency, and education.

FUNCTIONAL SUMMARY OF EXPERIENCE

ACCOUNTING / DATA ANALYSIS:

- Accounts payable and purchase orders
- Accounts receivable and collections
- Payroll, commissions, and expenses
- Payroll taxes
- Checkbook reconciliation
- Deposits, petty cash, and cash drawer
- Individual tax preparation (with TPIN)
- Researching purchases
- Astronomy data analysis and image processing

HUMAN RESOURCES / RECRUITING:

- Writing job descriptions and job ads
- Interviewing, testing, evaluating, and placing candidates
- Checking references and verifying work history
- Drug testing and background checks
- Safety orientation
- Benefits orientation and administration
- Labor law compliance
- Investigating Workers' Compensation claims
- Maintaining confidentiality

OFFICE MANAGEMENT:

- Supervising, coaching, evaluating, disciplining, and terminating employees
- On-call 24/7, including building management

ADMINISTRATION / EDITING:

- Supported top-level executives
- Word processing, proofreading, editing, copy writing
- Macros, mail merges, and data export
- Designing file & organization systems
- Creating & customizing forms

SALES SUPPORT:

- Maintaining client relationships
- Researching prospective clients
- Creating sales literature
- Coordinating co-operative advertising campaigns
- Processing credit, financing, and titling
- Photographing, composing, posting eBay Ads
- Packing, shipping, and customer support

TRAINING / SYSTEMS:

- Automating inventory replenishment
- Creating resources to improve efficiency and accuracy
- Streamlining processes
- Documenting procedures and training others
- Resident expert for proprietary systems
- Software instruction
- Math & Science tutoring and exam review sessions
- Online English grammar, vocabulary, and style advice

EVENT COORDINATION:

- Conferences with 30+ people
- Week-long Kaizen events
- Motorcycle dealership promotional events

SOFTWARE EXPERIENCE:

- *QuickBooks*
- *Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, Publisher*
- *Apache OpenOffice*
- *WordPerfect*
- *Lotus 1-2-3*
- *SalesForce*
- *Firefox, Internet Explorer, HTML*

TOP FIVE STRENGTHS

from Gallup's *Clifton StrengthsFinder 2.0*

Strategic – Formulates goals, plans, & contingencies. Explores & evaluates options & consequences. Diagnoses, solves, & prevents problems.

Ideation – Is flexible, innovative, & efficient. Finds patterns & mistakes. Provides clear explanations. Brainstorms & creates solutions on the fly.

Learner – Masters new systems & skills. Easily shifts between projects. Unafraid of the challenging & unknown. Eager to learn & improve.

Input – Manages information & resources: investigate, catalog, categorize, organize, systematize, integrate, access, document, & disseminate.

Intellection – Breaks down complex concepts. Creates explanatory models. Communicates clearly with excellent vocabulary.

ACADEMIC ACHIEVEMENT

Bachelor of Arts in Physics

Agnes Scott College, Decatur, GA