

# MS. SUNNY SNAITH

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## SUMMARY

**Experience in a wide variety of roles:** Office Manager, Recruiter, Human Resources / Recruiter, Bookkeeper, Executive Assistant, Word Processor, Proofreader, Software Instructor, and Event Coordinator.

**Software proficiency includes:** *Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access); OpenOffice Suite; QuickBooks* (both desktop and on-line); *Firefox; Internet Explorer; Windows 7, Vista, & XP; HTML.*

## MOST RELEVANT EXPERIENCE

*Additional work history available online: <http://SoSaysSunny.com/resume.html>*

*June 2011 to April 2012*

### OFFICE MANAGER AND RECRUITER

**Stellar Staffing, LLC**, Fort Payne, AL

Managed all aspects of a staffing services branch office. Took job orders, posted job ads, assessed applicants, interviewed them, filled jobs, conducted drug testing, and maintained confidential files. Researched and solicited new clients. Composed sales literature and designed forms. Investigated Workers' Compensation claims. Kept office in compliance with all labor laws and regulations. Slow business led to cutting hours to half-time.

*April 2008 to January 2009*

### ADMINISTRATIVE ANALYST

**Heil Environmental**, Fort Payne, AL

Assistant to Vice President and supported five managers. Compiled monthly reports using *Word, Excel, and PowerPoint*; extensively edited them for grammar and formatting. Exported data from proprietary systems into *Excel* to create weekly reports. Coordinated events for up to 30 people. Creative utilization of public *Outlook* folders to create a company-wide supplier resource and also a catering resource. Customized *Access* forms for maximum efficiency and accuracy. Composed work instructions, frequently utilized by others. Also greeted visitors, enforced security protocols, and ordered supplies after cost analysis. Laid off, along with three of the five supported managers.

*July 1998 to July 2001*

### BUSINESS ANALYST (ACCOUNTING)

**Fundtech Corporation**, Norcross, GA

Tracked all AP invoices, pager pay, expense reports, and Professional Services Group (PSG) commissions for the Atlanta division. Compiled monthly PSG billing for AR in NJ headquarters. Maintained office supply inventory and conducted a bid review from four suppliers, securing hundreds of dollars of savings. Designed new Purchase Order form and tracked the electronic approval. Developed materials describing travel expense policy and detailing other HR information on own initiative. Laid off when accounting functions were consolidated in New Jersey Headquarters.

## 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