

Resume

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OBJECTIVE

My primary objective is to work in an environment where I have the ability to help people. To do my job beyond what is required and do it well is what I desire. I would like to work in a capacity where I can use my skills and abilities to support the people that I work with in a positive and efficient manner. I am looking for better career prospects, professional growth and work opportunities. I would to utilize my knowledge in a well-rounded capacity. I am looking for new challenges at work.

SUMMARY OF QUALIFICATIONS

Project Management:

I was responsible for product design, customer requirements, and performance standards, determine project specifications. I Presented cost estimates and performance standards, set time frames and ensure timely completion by completing the following tasks.

Financial Account management and inventory management:

Follow through on vendor Intent & Affidavit sheets with L&I. I set up new vendors, update vendor information by providing the correct forms to them and following through with the trains help desk for the update. I have over 20 years' experience reviewing reports monthly, verifying and monitoring open purchase orders, adjusting balances or deleting balances for closed purchase orders using accounting principles and internal control concepts. I Reconcile payments and invoices; determine how payments will be paid and process them. I have experience entering payable transactions and data into the purchasing management inventory System. Create and process travel documents, including reservations and follow through. I research using the Purchasing Card Program Rules to order, process, receive, and manage inventory within my current office. I proficiently use daily the computerized fiscal accounting system, including data input, review and editing. Reconciling computerized financial data such as accounts payable, outstanding checklists, and other financial reports. I have government account, general account and accounts payable experience; and general knowledge of GAAP, Interpret applicable laws, regulations and policies. I have experience shipping packages, using UPS, FED EX Ground and the USPS among others. I know how to track packages, dispute deliveries and reconcile other issues when needed. I am responsible for year-end close processing for Facilities and Signals. I Manage time well, multitask and coordinate work outcomes/activities with multiple partners. I handle difficult or sensitive situations using sound independent judgment. I provide effective professional communication (both orally and written) of complex department policies and Procedures. I work well under pressure with frequent in-person interactions and numerous interruptions. I work well independently and as a part of a team. I have fantastic customer service skills. I have 20 years forklift experience. I operate a 10-key by touch efficiently and very quickly.

Design and project management:

- Reading, deciphering, and applying specification manuals and applicable construction documents.
- Surveying, measuring and verification of site while foreseeing and documenting possible conflicts.
- Imputing and professionally communicating all verified data to all appropriate parties, including architects.
- Applying reviewed data and specifications to drawings in auto cad, concisely and within specified parameters.
- Obtaining architectural data, applying to drawings, as many times necessary to resubmit until agreement completing final drawings to perfection and submitting for review and architects stamp/signature.
- Compiling all raw data from drawings, analyzing for error and imputing into CNC programing for build.
- Reviewing and final inspection of all built products and management of delivery and installation.
- Pick up and eliminate any “fires” with job by any means necessary.
- Final project meetings for review and punch list.
- Scheduling, supervision and checks of punch list.

My Program proficiencies

Microsoft Programs:

Word, Excel, Power Point, Publisher, One Note, Access, Exchange, Lync, Project and SharePoint, oracle and more

Other Programs:

File Maker Pro, Adobe Reader, Adobe Acrobat, Adobe Photoshop, Adobe Light room, Adobe Cloud.

Technical Programs:

Auto Cad, 20/20 Technologies, Micro station, Inroads

WSDOT Financial Programs:

Reflection, Trains (voucher and payment processing), CICS (payroll) PCMS (purchasing), TRACTS (sign inventory), SIMMS (signals inventory and time management) Micro station, Inroads, Oracle, Firs, and IVIPS. HATS for third party damage claim processing.

WORK EXPERIENCE

**[December 2015 - Current] [WSDOT] [Tumwater, WA]
[Fiscal Tech 3]**

Using Microsoft works programs to complete office tasks. I use File Maker Pro to perform employee schedule changes, researching payment data and more. I perform Data entry in reflection database using Trains (voucher and payment processing), CICS (payroll) PCMS for purchasing and visa payments and coding. Responsibilities include reconciling payment and invoices for a variety of purchases, including supplies, memberships and programs using independent judgment and problem solving skills to determine how payments will be paid; authorize and enter accounts payable items; ensure timely disbursements of checks, visa payments, reports and incoming and outgoing department mail . I use SIMMS (signals inventory and time management) I research and process payments for the signal department and verify data for time sheets. I complete Fiscal management, payroll by using the General Accounting Principles. I use my skills to complete data analysis looking for errors and completeness. My current position requires the use of great customer service skills, project management, contract management, office management, office assistant. Included in daily duties and skills required are filing, calendar management, inventory management, visa purchases and reconciliation, answering multiline phones, and faxing, scanning and sending documents, writing professional documents and email correspondence and other clerical duties. It is in my duties and my ability to process third party damage estimates and claims. (K numbers for damage in HATS). Have a good understanding of the office and its inner workings.

**[June 2014 - December 2015] [WSDOT] [Tumwater, WA]
[Fiscal Tech 2]**

Using Microsoft works programs to complete office tasks. I used File Maker Pro to perform employee schedule changes. I research seek out and know how to anticipate process changes, and issues with signals inventory and power bills. I investigate alternatives, and make recommendation to management while communicating clearly and in a professional manner. Data entry in Trains (voucher and payment processing), CICS (payroll) PCMS (purchasing), TRACTS (sign inventory), SIMMS (signals inventory and time management) Interpret and implement Department and State purchasing policies and guidelines. Fiscal management, payroll, data analysis, customer service, project management, contract management, office management, office assistant, purchasing, inventory management and accounting. Analyze and solve complex billing and inventory problems. Included in the prior skills is experience filing, calendar management, inventory management, answering multiline phones, and faxing, scanning and sending documents, writing professional documents and email correspondence and other clerical duties. Have a good understanding of the office and its inner workings.

**[April 2014 –June 2014] [WSDOT] [Tumwater, WA]
[Maintenance Tech 2]**

Perform layout and set-up of traffic control on single and multilane highways, including setting up signage, manually flagging traffic, and operating attenuator/buffer truck. Effectively use radio and phone equipment to communicate with other crewmembers and lead technician. Perform hard physical labor such as moving and transporting heavy objects in excess of 50 pounds and operating a multitude of electrical tools and heavy equipment. Maintain roadway features such as Raised Pavement Markers, paint lines, or reflective features. Perform a variety of roadway maintenance tasks in close proximity to high volume, high-speed traffic. Practice good housekeeping and actively participate in cleaning the crew rooms, storage areas, restrooms, truck bays, etc. Navigate rough and steep surfaces during the performance of job tasks. Use computer skills to communicate through e-mail including adding attachments.

**December 2005 - December 2007 [Lowes] [Olympia, WA]
December 1998 - December 2005 [Home Depot] [Olympia, WA]**

My primary duties of these positions listed above included the following:

Managing 4-6 employees and coordinating all inventory and events with installed sales to meet customer needs, quotas, company goals and reduce shrink. (Loss of inventory and profit)

I was responsible for Inventory management for the stores stock merchandise. I was also responsible for ordering, stocking, using the forklift to load delivery trucks without damaging products. It was a part of my duties to visit delivery sites and manually check delivered items and reconcile them against the bills of lading. I was responsible to enter this information into the inventory management computer programming (the type varied by agency). I was responsible to make sure that all of the high dollar special order merchandise was reconciled against bills of lading, signed for and logged in the effort to reduce shrink (missing/stolen/damaged items) and to provide fantastic customer service.

Residential and commercial engineering and design using various computer programs including Auto Cad software, 20/20 Technologies. Excel, Office Suite. I was responsible to read and interpret correctly architectural plans as well as private client plans. I was responsible for communicating with Architects, contractors and private sector clients. Project management of my assigned projects including client contact, contractor contact, record keeping, accounting, shipping and receiving, business meetings, scheduling, answering phones, emails and other correspondence, Multitasking while maintaining accuracy and a positive attitude in a high paced and high stress environment.

I was responsible to Read, decipher, and apply specification manuals and applicable construction documents. Surveying, measuring and verification of site while foreseeing and documenting possible conflicts. Imputing and professionally communicating all verified data to all appropriate parties, including architects. Applying reviewed data and specifications to drawings in auto cad, concisely and within specified parameters. Obtaining architectural data, applying to drawings, as many times necessary to resubmit until a final agreement. Completing final drawings to perfection and submitting for review and architects stamp/signature or contractor/Private client signatures.

ACCOMPLISHMENTS & AWARDS

Lowes:

Awarded outstanding customer service every month June 2005- December 2007 Awarded outstanding bi-annual and annual reviews January 2005-December 2007

National Design competition Winner November 2007

Employee of the month June 2005

Home Depot:

1 for store grand opening managing employees, inventory and on time open 2005

Associate of the month January 1998, February 1999, and April 2001

EDUCATION

[October 2012-2014] WGU

AA in Arts Science 2012

[WGU Expected graduation date June 2019]

Bachelors in Science