

Master of Science: Technology Management (Southeast Missouri State University)

May 2020

Bachelor of Science in Business Administration (Southeast Missouri State University)

May 2017

Courses MS in Tech Management:

Managing Technology Innovation, Advanced Quality Concepts, Industrial Supervision in a Diverse Workplace, Facilities Management, Innovation for Lean Enterprise (Production Management), Knowledge Management, Methods of Research in Tech Management, Modeling & Simulation with Arena, Projects In Engineering & Technology, Industrial Hygiene, Sustainable Constructions Materials & Technology.

Graduate Assistantship: Executive Administrative - Office of the Provost (**Southeast Missouri State University**)

- ❖ Took charge and maintained/updated office websites as necessary to insure accurate, timely reporting of information or process changes.
- ❖ Assisted in coordination and execution of special events and programs such as orientation sessions.
- ❖ Organized and completed special projects assigned by office staff as needed
- ❖ Contributed ideas to potential automation and other office process efficiencies
- ❖ Trained and assisted new employees on existing system and work structure to speed up the work process and deliver efficiency

Technical Project Manager: (Delta Construction). Learned and implemented new database driven software program, designed to track required employee training, and migrated current Excel based records to new system

- ❖ Authorized to lead Training Management Project and Training Hours recording and transaction and migration information to INTELEX (Environmental, Health & Safety, and Quality (EHSQ) Management Software) for the French 225 Audit Report to reduce labors' compensation costs and regulatory fines

- ❖ Tracked beginning/end unit run for various production departments using scheduling interface program enabling supervisors to track manhours and assign costs

JBS Pork Beardstown, IL

Payroll Specialist/HR

September 2017 – June 2018

- ❖ Managed, calculated, and migrated 1200+ employees' timecards and hours worked on Kronos (Time Keeping System) to streamline payroll process and eliminate payroll related errors
- ❖ Investigated, analyzed, identified discrepancies for employee payroll records including insurance, direct deposit form, paycheck, pay grade, job bids, PAFs, vacations, and attendance points to assure compliance with the policy
- ❖ Learned SAP (Enterprise Application Software) program and cross-trained peers on Payroll system to maintain accuracy and increase knowledge
- ❖ Prioritized work and multitasked, between uploading scheduling interface, answering employees' questions, phone calls during shift change, investigated issues related to payroll, and responding to emails to enhance productivity
- ❖ Addressed and resolved issues for union representatives related to employees' complaints about timecards, paychecks, and vacations to prevent from violating union contracts

Skills: 1. Computer – PC/Software	MS Excel, SQL, Database, Word, Outlook, Banner, Web Editing, Kronos, SAP, JDEdwards, Intelx
2. Analytical	Time Management, Prioritization, Qualitative and Quantitative Research, Financial Management, Numeracy, Identifying Cost Savings, Critical Analysis, Troubleshooting, SWOT Analysis, Project Management
3. Leadership & Interpersonal	Teamwork, Accountability, Problem Solving, Initiative, Punctuality, Detail Oriented, Professional Communication, Fluent in English, Decision Making, Accuracy
Knowledge about	BA-SDLC/STLC, SCRUM, AGILE, WATERFALL, Use Cases, Product Backlog, V model, RUP