

Teresa Shamy, PHR
12527 Ash St.
Thornton, CO 80241
(720) 317-9593

Qualifications

Excellent public relations and communication skills; Able to work well as part of a team, strong understanding of Accounting principals, including general ledgers, graphs, reports and computerized Accounting systems; Detail oriented, capable of meeting multiple deadlines based on priority. Compassionate and firm with employees and clients. Microsoft Office, Reynolds and Reynolds, J.D. Edwards, AS400, ABRA and SAP systems.

Work History

2012-present Benefits Technician/State of Colorado

Assist employees with benefit enrollment and eligibility. Process Qualified Medical Support Orders. Research and track employee appeals. Research carrier error reports and correct information as necessary. Assist employee with benefit questions and issues. Various administrative projects.

2002-2012 Certified Payroll/Benefits Administrator/Western Summit Constructors

Track employee eligibility for all benefits based on an hour bank. Enroll/Terminate employees in benefit program as needed. Assist employees with benefit questions. Manage health account income and expenses including reconciliation. Distribute all required information to employees on the benefit plans including amendments and open enrollment notices. Process and balance multi-state payroll. Post position openings and assist with prescreening and initial interviewing of candidates. Audit, correct, and submit to owners certified payroll reports for contractor and subcontractors on prevailing wage jobs. Keep accurate records of all payrolls and subcontractors on each job. Make monthly training and pension contributions. Audit all maintenance entered into SAP. Compile current prevailing wage rates from different states for new construction projects. Track, audit and complete I-9 forms and enter information into E-Verify. Research and complete all unemployment claims. Administrative support for HR management.

2001-2002 Accounting Technician/American Service Finance

Reconciled and made payment of funds due to clients on a weekly basis. Make adjustments to member accounts. Balanced and reconcile monthly reports and spreadsheets. Refund member payments. Make adjustments to funds remitted to clients. Post payments to member accounts. Enter Credit card transactions; Create and send electronic fund transfers and wire funds to client accounts;. Create Electronic funds transfer and Credit card files to draft payments from member accounts. Post payments after drafting.

2000-2001 Certified Payroll Specialist/Admin Assistant/F.F. Development L.P.

Audit Certified payroll reports for government funded housing. Audit billing for Sub-contractors, Submit vouchers for subcontractor payment, handle all Administrative duties for Project Manager, audit and input all regional timesheets.

Education

Pikes Peak Community College, Colorado Springs, CO

William J Palmer High School, Colorado Springs, CO