

JULIE EDWARDS

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Qualifications:

- Administrative skills including A/P & A/R.
- Detail oriented in compiling data in report form.
- Self-motivated and driven to achieve goals.
- Corresponded with agencies, public and vendors.

Professional Experience:

- | | | |
|-------------------------|--|-----------------|
| Receptionist | Concours Mold Alabama, Cullman, AL | 10/2010-01/2011 |
| | <ul style="list-style-type: none">• Processed time cards by job # and verified benefits.• Ordered supplies and calculated monthly sales tax.• Followed up on back-ordered purchases. | |
| Admin. Support Asst. II | AL Dept. of Forensic Sciences, Hoover, AL | 01/2008-10/2010 |
| | <ul style="list-style-type: none">• Processed A/P & A/P and requested quotes from vendors.• Collected data to verify Purchase Orders were validated.• Verified correspondence into database per counsel.• Accepted and delivered subpoenas to scientists'.• Directed calls to appropriate section or agency. | |
| Admin. Support Asst. II | AL Dept. of Forensic Sciences, Calera, AL | 05/2005-01/2008 |
| | <ul style="list-style-type: none">• Processed A/P & A/P and requested quotes from vendors.• Directed calls to appropriate section or agency.• Transcribed minutes for bi-annual Trust Fund meetings.• Distributed and mailed DUI Kits and Post Mortem Kits. | |
| Contact./Lic. Analyst | Protective Life Insurance Company, Bham., AL | 06/2003-10/2004 |
| | <ul style="list-style-type: none">• Appointed licensed agents/broker dealers.• Updated lines of authority for agents/broker dealers.• Verified SEC qualification online per Protective Life policy. | |

Education:

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|---------------------------------|------------------|----------------|
| Bevill State Community College, | Business courses | Sumiton, AL |
| Civic Memorial High School, | | Graduated 1977 |

Additional Accomplishments:

SILA (Securities & Insurance Licensing Association) Certification
LOMA 280