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Objectives

Diverse experience crossing multiple different positions with strong background in the accounting and administrative fields. Adaptable and very quick at learning.

Experience

Randstad/Minco Products • Fridley, MN
to 2019

2018

Medical Assembler II

- Maintained supply inventory by checking stock to determine inventory level; anticipated needed supplies; placed and expedited orders for supplies; verified receipt of supplies
- Return product for re-work when needed and complete documentation to confirm re-work
- Documented actions by completing production and quality forms
- Followed detailed assembly instructions, processes and procedures
- Reported problems with quality, processes, equipment and materials to Production Supervisor

UNICOR • Waseca, MN
to 2018

2017

Quality Assurance Specialist

- Ensured quality and characteristics of Air Force, Army, and Navy clothing line compliance with contract specifications
- Implement quality assurance procedures by conducting visual and measurement tests and rejecting unacceptable product
- Return product for re-work when needed and complete documentation to confirm re-work
- Record all inspection on appropriate documentation
- Assessed measurements with calibrated ruler and stitch counters to ensure product is within tolerance
- Work with material handlers to improve inspection and quality of material
- Quality inspection done on 1500+ pieces per day

Lifeworks Services Inc • Eagan, MN
to 2010

2007

Payroll Specialist/Human Resource Assistant

- **Processed over 3000 timecards bi-weekly for the Customized Support, PCA and Payroll Model Programs**
- **Reviewed, verified, and processed forms and documentation submitted by all employees**
- **Provided requested information regarding payroll matters, tax issues, benefit plans, etc.**
- **Maintained all updates and changes for Tax and Deductions laws that applied to payroll**
- **Reviewed and distributed all timecards, work charts, wage computation, and other information. Detected and reconciled discrepancies for payroll and human resource**
- **Verified pay adjustments, wage agreements, retro pays, and other employee updates/changes and posted information onto designated records**
- **Compiled employee time, production, and other payroll data from timecards**
- **Compiled statistical reports, statements, and summaries related to pay and benefits accounts and submitted to appropriate departments**
- **Recorded employee information such as exemptions, transfers, and resignations in order to maintain all updates for payroll and human resource records**

- Responded to written and telephonic requests from internal and external employees
- Verified 25+ new employees paperwork submissions per week before processing payroll
- Monitored and adjusted budgets for all Customized Support, PCA, and Payroll Model Programs
- Completed assignments by Payroll Manager and VP of Finance in a timely manner to meet project deadlines

Staffing Partners/Lasalle Management • Bloomington, MN
2006 to 2007

AP & AR Administrative

- Coded multiple bills for auditors and property representatives
- Entered all coded bills into various accounting software
- Divided completed bills by auditors and property representatives, then filed all documents
- Created invoices for management fees
- Performed billbacks for each individual property
- Set up vendors in accounting software
- Deposited rent collections and accounts receivable
- Maintained excellent customer service with external customers
- Maintained and completed various projects to meet expected deadlines

Williams and Associates • Bloomington, MN
to 2006

2005

Accounts Payable

- Separated bills between US Ground, International, Air/Ocean and Canadian
- Coded and entered all unique bills into system
- Performed follow-ups for incorrect bills for processing in a timely manner
- Balanced all entered bills daily/weekly/monthly in order to close and process accounts
- Mailed all checks/payments printed weekly

Education

Kennedy High School. • Bloomington, MN
2003
H.S., Diploma

References upon request