

SUMMARY: A detail-oriented, organized, multi-tasking team player who has excellent communication skills and expertise in:

- New Hire & Staff Training/Recruiting
- Payroll/Payroll Tax
- Project Management
- Accounting and Finance
- Inventory Management
- Budgeting
- Benefits Administration
- 5500 Prep and 401K Audit Prep

EXPERIENCE:
2002-2016

**Cara Donna Provision
Business Manager 2010-2016**

Braintree, MA

- Managed all accounting, Human Resources, and Administration departments/employees
- Managed all company bank accounts verified all daily transactions and issued ACH payments and credits
- Researched all delinquent customer checks
- Coordinated projects between Purchasing, Administration and Sales
- Special Projects, legal projects, acquisitions
- Tracked daily inventory values
- Managed open receiving and open accounts payables
- Managed customer invoice scanning
- Calculated, processed and paid all Sales, real-estate, and company taxes for multiple states
- Processed all 1099 tax forms for customers and vendors
- Was a direct liaison for our tenants in our Boston facility, collected monthly rental payments
- Managed all customer rebate programs and payments
- Managed all company equipment including 160 cell phones and iPads
- Implemented new credit card scanners for all delivery employees with all accounting procedures
- Implemented new safe equipment and accounting procedures
- Calculated all commissions for 20 plus sales people with 120 million in sales annually
- Planned and coordinated all company trade shows

Human Resource Manager 2002-2010

- Actively recruit professional candidates for all departments including CDL drivers, sales staff, office personnel and top level management in both locations
- Maintain all employee files within compliance of federal and state guidelines
- Meet with employees one on one to answer questions and serve as a liaison between management and staff
- Prepare weekly payroll for 120 employees, maintain all tax information
- Created and maintain payroll budgets for all departments in both locations
- Maintain all workers compensation claims, logs, and developed current safety programs company wide.
- Created a comprehensive benefit package while reducing employer and employee costs
- Developed several employee tracking programs for time accrued/used
- Prepare all materials and cases as well as attend all unemployment hearings
- Terminate employees and handle all final paperwork including COBRA
- Attend Job Fairs, Trade Shows, Networking Events, Industry Seminars

2000-2002

**Creative Financial Staffing
Staffing Consultant**

Braintree, MA

- Actively recruited professional accounting candidates for clients on a permanent and temporary basis
- Maintained all files for Clients and Candidates in Access Database
- Insured compliance of all Federal/State tax and labor laws
- Weekly payroll for active employees including client invoicing
- Created and implemented marketing materials to target clients
- Created and maintained office budgets
- Followed up and made collection calls on past due accounts
- Attended Job Fairs, Trade Shows, Networking Events, Industry Seminars

1999-2000

Linens-N-Things
Assistant Store Manager (Operations)

Braintree, MA

- Directly hired and trained all new employees including New Hire orientation
- Maintained sales, inventory, payroll, and claims budgets weekly
- Employee Payroll on Kronos Timekeeper
- Scheduled all employees including management
- Annual Open enrollment of employee benefits
- Performed all employee evaluations, disciplinary reviews and terminations
- Rolled out all new company directives to employees and maintained compliance
- Ensured compliance of all Safety, OSHA and Federal and State Labor laws
- Directly supervised all front-end staff, supervisors, and receiving managers
- Opened and closed store Including Cash out and Deposit preparation

1998-1999

T.J. Maxx
Assistant Store Manager (Operations)

Norwood, MA

- Directly hired and trained all new employees including New Hire orientation
- Maintained sales and payroll budgets weekly
- Employee Payroll on HRIS system
- Scheduled all store employees
- Annual Open enrollment of employee benefits
- Performed all employee evaluations, disciplinary reviews and terminations
- Rolled out all new company directives to employees and maintained compliance
- Ensured compliance of all Safety, OSHA and Federal and State Labor laws
- Directly supervised Cash office associates

1993-1998

Wal-Mart
Assistant Store Manager

Bedford, NH

- Supervised the hiring process and directly hired all new employees
- Maintained sales, gross profit, departmental and payroll budgets weekly
- Employee Payroll on SMART system thru ADP
- Approved total store schedule for coverage and budget compliance
- Maintained all employee training on CBL (Computer Based Learning Program)
- Performed all employee evaluations, disciplinary reviews and terminations
- Rolled out all new company directives to employees and maintained compliance
- Ensured compliance of all Safety, OSHA and Federal and State Labor laws
- Directly supervised Cash Office Employees, Personnel Manager, 7 Department Managers and staff, all Front-End Supervisors, and Specialty Division Department Managers
- Performed STAR district audits on stores as directed by District Manager

Personnel Manager

Hinsdale, NH

- Directly hired all new employees with Store Management including drug screening and reference checking
- Performed all new hire orientation
- Employee Payroll on SMART system thru ADP
- Scheduled all store employees 400+ and maintained all employee training on CBL (Computer Based Learning Program)
- Annual Open enrollment of employee benefits and stock purchase plan
- Assigned all employee evaluations, witnessed disciplinary reviews and terminations
- Rolled out all new company directives to employees and maintained compliance
- Ensured compliance of all Safety Regulations, OSHA laws, Employee Accident reports and Worker Compensation cases
- Maintained all Minor Labor Laws, I-9 guidelines and Federal and State Labor laws

SOFTWARE:

Microsoft Excel, Word, Access, and PowerPoint, Outlook, Kronos Timekeeper, HRIS, ADP, IDT Time and Attendance, In-House Systems and AS400