

# Toni Williamson

Rochester, MN 55904

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402-841-3939

I am a dynamic and motivated professional with a proven record of generating and building relationships and managing projects from concept to completion. I demonstrate exceptional communication skills and can make critical decisions during challenges. I am adaptable to change and can work independently and efficiently. I am very customer service driven and display a positive attitude.

Authorized to work in the US for any employer

## Work Experience

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### **SR Scheduling and Payroll Specialist**

Morrison Healthcare at St Mary's - Rochester, MN

February 2020 to Present

Formatted and wrote the schedule for 420 food service employees

- Did payroll for 420 food service employees
- Kept track of PTO and sick time for 420 food service employees
- Entered all floor stock requisitions
- Built all templates for requisitions
- Supervise and manage associates

### **SR Purchasing Specialist**

Morrison Healthcare at St Mary's - Rochester, MN

April 2017 to February 2020

Procures sundry, tube feedings, baby formula from the Mayo Inventory Center

- Orders all items needed for Food Services from approximately twenty-two vendors daily
- Ensures delivery processes are consistent with department specifications throughout the hospital
- Provides meaningful, real-time, service excellence training to all Floor Stock Associates and Transporters assigned to East Tower Storeroom
- Assists support services in identifying process improvement opportunities
- Promotes teamwork and positive work relationships
- Regularly attends, participates and/or coordinates department meetings
- Provides real-time information to Nurse Managers or HUC's regarding floor stock
- Organizes the details of multiple related subjects, issues, and situations
- Participates in patient rounding and completes rounding logs for Food Service
- Works with culinary staff and Patient Service Managers to address any customer complaints or issues relative to food items
- Ensures food safety and compliance with HACCP guidelines
- Ensures quality control and waste of food items by donating to Channel One Food Bank and Rochester Community food bank

- Supervise and manage associates

### **Director of Dining Services**

Chartwells at Northeast Community College - Norfolk, NE  
August 2015 to April 2017

Scheduled, supervised, and managed fifty or more employees

- Maintained ledgers, financial statements, and analysis
- Oversaw catering operations
- Able to manage labor according to business needs
- Managed a 1.8-million-dollar unit
- Increased revenue by twenty two percent

### **Associate Director/Unit Controller**

Chartwells@ Lamar University - Beaumont, TX  
October 2012 to August 2015

Helped with the HR part of the business for more than 150 employees

- Handled the reporting of financials to the director
- Handled all the cash in the unit, deposits and reconciliation of safe
- Handled all scheduling and payroll
- Handled all financial audits

### **Office Manager**

McNeese State University - Lake Charles, LA  
August 2008 to October 2012

Helped with the HR part of the business for more than 150 employees

- Handled the reporting of financials to the director
- Handled all the cash in the unit, deposits and reconciliation of safe.
- Handled all scheduling and payroll
- Handled all financial audits

### **Skills**

- Excellent communications and interpersonal skills, including the ability to develop and articulate presentations to a broad range of individuals
- Strong sense of ownership and high level of accountability
- Ability to effectively multi-task and prioritize
- Knowledgeable in Microsoft Office
- Confidentiality and the ability to handle sensitive information as essential
- Attention to detail
- Maintains professional demeanor, whether inter-department, customer, peer, or leadership
- Profit and loss analysis
- Knowledgeable in accounts receivable and payable
- Fluent in invoice processing
- Able to manage labor according to business needs
- Proficient in payroll
- Proficient in scheduling employees

## Education

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### **High school diploma**

## Skills

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- Profit & Loss
- Bank Reconciliation
- Process Improvement
- Culinary Experience
- Tube Feeding
- Microsoft Office
- Microsoft Word
- Microsoft Outlook
- SAP
- Office Management
- Forecasting
- Accounts Receivable
- Accounts Payable
- Financial Report Writing
- General Ledger Accounting
- General Ledger Reconciliation
- Journal Entries
- Account Reconciliation
- Balance Sheet Reconciliation
- Epic
- Auditing
- Payroll

## Certifications and Licenses

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### **Driver's License**

### **ServSafe**

## Assessments

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### **Attention to Detail – Highly Proficient**

June 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

### **Filing & Organization — Highly Proficient**

June 2020

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

### **Customer Service — Familiar**

June 2020

Identifying and resolving common customer issues.

Full results: [Familiar](#)

### **Administrative Assistant/Receptionist — Proficient**

June 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [Proficient](#)

### **Sales Skills — Familiar**

June 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.