

Executive Assistant 7.24.23 - Executive Assistant- V&T Railway

Contact Information -- Person ID: 52921630

Name:	Tina M Woods	Address:	115 W Sophia Street Carson City, Nevada 89703 US
Home Phone:	775-315-9489	Alternate Phone:	
Email:	twoods5218@yahoo.com	Notification Preference:	Email
Former Last Name:	Mitchell-Vettore	Month and Day of Birth:	04/13

Personal Information

Driver's License:	Yes, Nevada , 0805836143 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Some College

Preferences

Minimum Compensation:	
Types of shifts you will accept:	Day

Objective**Education****College/University**

Rock Valley College
<https://www.rockvalleycollege.edu/>
 [Unspecified Start] - [Unspecified End]
 Rockford, Illinois

Did you graduate: No
 Major/Minor:
 Degree Received: No Degree

Work Experience**Executive Administrator**

5/2021 - 7/2023

KUEZ 104.1
<https://easy1041.com/>
 510 E Plumb Lane
 Reno, Nevada 89502
 (775) 737-4350

Hours worked per week: 40
 # of Employees Supervised: 2
 Name of Supervisor: Aida Thurmond -
 Sales Manager
 May we contact this employer? No

Duties

Liaison between management and staff, manage executive calendar, prepare, coordinate and facilitate meetings, schedule appointments, make travel arrangements, maintain business licenses, tax payments, and all company records & files; recruit, interview and on-board new hires; generate proposals and contracts; generate customer billing - invoices, A/R, collect customer payments, post cash receipts, A/P, pay vendors, schedule check runs, monitor aging reports, initiate first step debt collection, run bi-weekly payroll; reconcile bank statements, set-up and maintain customer and vendor accounts, generate employee badges for building access, maintain office supplies, make daily bank deposits & daily mail runs, organize office luncheons, oversee the duties of two summer interns.

Reason for Leaving

still employed

Digital Imaging

10/2016 - 2/2021

Hours worked per week: 40
 Name of Supervisor: Maria - Bonetta

May we contact this employer? Yes

Exela Technology
https://www.exelatech.com/
2701 E Grauwlyer Rd
Irving, Texas 75061
844-935-2832

Duties

Worked for both Liberty Mutual Insurance, Portland, OR and Anthem Insurance, Reno, NV performing records management by data capturing, digital imaging, storage, and retrieval of hard copy files for underwriting and claims.

Reason for Leaving

These were contract positions working for the Insurance Industry.

Office Manager

2/2009 - 4/2016

Village Townhouses
525 N Blackhawk Blvd
Rockton, Illinois 61072
815-840-8400

Hours worked per week: 40

Name of Supervisor: Bill Moore -
Facilities

May we contact this employer? Yes

Duties

First point of contact for tenants, visitors, and vendors; advertised and marketed rental space, processed bi-weekly payroll, kept accurate records and files of accounts, leases, and repair history; A/P, printed checks, entered invoices, A/R, collected and posted rent payments. Issued five (5) day late notices. Ordered office supplies.

Reason for Leaving

moved to Portland, OR

Payroll Supervisor

1/2008 - 2/2009

SSI
860 Biester Dr
Rockford, Illinois 61008
815-547-7669

Hours worked per week: 40

Name of Supervisor: Teresa Pesina - GM
May we contact this employer? Yes

Duties

Tracked employee time & attendance, processed weekly payroll, set-up new employees in payroll system, maintained electronic & hard copy files, back-up to A/P and A/R, reconciled bank statements, requested electronic funds transfers, performed budget & forecasting, calculated quarterly bonuses & sales commissions.

Reason for Leaving

Company closed in 2009 - recession

Certificates and Licenses

Skills

Office Skills
Typing: 58
Data Entry: 12350

Other Skills

Customer Service Expert - 12 years and 0 months
Communication Expert - 20 years and 0 months

Computer Skills Expert - 20 years and 0 months
Problem Solving Expert - 16 years and 0 months
Data Entry Expert - 20 years and 0 months
Executive Assistant Expert - 2 years and 2 months
A/P and A/R Expert - 12 years and 0 months

Additional Information

References

Professional

Thurmond, Aida

Sales Manager

510 E Plumb Lane

Reno, Nevada 89503

775-848-6951

a.thurmond@bighornmediainc.com

Professional

Moore, Bill

Facilities Manager at Village Townhouses

525 N Blackhawk Blvd

Rockton, Illinois 61072

775-977-7535

bmoore815@yahoo.com

Professional

Edwards, Steve

Finance Manager at SSI

860 Biester Drive

Rockford, Illinois 61008

815-547-7669

ssteven.edwards56@gmail.com

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: Have you been previously employed by Carson City?

A: No

2. Q: Are you related to a current or former employee of Carson City?

A: No

3. Q: If you stated "yes" to the above question, please state the employee's name and the department for which they work.

A: n/a

4. Q: How did you learn of this vacancy?

A: City of Carson City Web Site

5. Q: Are you a veteran who has been honorably discharged from the United States military? If so, please attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" to your application at time of submittal.

A: No

6. Q: Are you currently a citizen of the State of Nevada?

A: Yes

7. Q: Have you ever been convicted of a misdemeanor, gross misdemeanor or felony? PLEASE NOTE: IF YOU RECEIVE AN OFFER OF EMPLOYMENT AND IT IS DISCOVERED THAT YOU FAILED TO ANSWER THIS QUESTION TRUTHFULLY, YOUR OFFER OF EMPLOYMENT MAY BE REVOKED. If you have questions, please contact Human Resources at (775) 887-2103 before you submit your application.

A: No

8. Q: If you stated no above, please state N/A. A conviction or guilty plea will not necessarily disqualify you for this. If you stated yes above, list all such offenses and provide date, name of court, and disposition. You may omit minor traffic violations for which you paid a fine of \$50 or less.

A: n/a

9. Q: By clicking on the "yes" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment is "at-will", unless specifically stated otherwise. "At will" means Carson City may terminate my employment at any time, with no advance notice, and for any reason or no reason. I understand that if I am asked, I will have to verify any and all information given on this application. I understand that this application is the property of Carson City and will not be returned. If I am hired, the application will become part of my personnel file. I authorize Carson City to investigate my background by contacting my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to submit to a criminal background check. I may be required to submit to a pre-employment drug and/or alcohol test. I understand that if I am hired into a sworn position with the Fire Department or an FTA/FMCSA covered position, I will be subject to random drug and/or alcohol testing. I may be required to participate in a written examination, oral examination, medical examination and/or any other examination deemed necessary by the Department/Office to determine if I meet the minimum qualifications of the position. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Carson City participates in E-Verify.

A: Yes