

# CHRISTY L. BELVILLE

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A highly respected office administrator with eleven years of experience consistently and successfully handling high volumes of work through excellent organizational skills. One whose general office knowledge is bolstered by a background and skills usually reserved for a human resources assistant.

## CAREER EXPERIENCE

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2006 - Current Exel Logistics Groveport, Ohio

*Office Administrator*

- Oversaw all aspects of the FMLA and disability leave program, including STD, LOA
- Provided for "on-boarding" of new employees and conducted new-hire orientations
- Maintained personnel policies, Payroll/Attendance/Employee Records
- Managed Accounts Payable/Accounts Receivable/ General Ledger
- Compiled and maintained accounting reports
- Responsible for all administrative tasks pertaining to Personnel Office function
- Contracted for vendors and suppliers
- Assisted management with clerical and administrative support

2005 - 2006 E-Quiver Canal Winchester, Ohio

*Office Administrator*

- Managed Accounts Payable/Accounts Receivable/ General Ledger
- Provided for "on-boarding" of new employees and conducted new-hire orientations
- Maintained and managed customer website order database

1997 - 2005 UPS Columbus, Ohio

*Senior Administrative Assistant.*

- Provided assistance to the department head in administrative areas
- Performed complex secretarial work of an administrative nature
- Conducted research and mined data for reporting
- Oversaw accounts payable for department
- Coordinated department functions and activities

## SYSTEMS

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Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Kronos, Oracle Financials, Oracle HRMS, Revel, Lotus Notes, Quick Books

## EDUCATION

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Westerville South High School

Westerville, Ohio

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