

27577 Kinney Pike
Richwood, OH 43344
Home (740) 943-2862
Cell (614) 530-1546

Shirley L. Raynard

Objective	To obtain a position in which I will utilize my current knowledge and experience, as well as further develop areas of expertise.
Experience	<p>2009 – Present The Anderson Store, Columbus, OH Cashier, Cash Accounting, Sales Representative for Housewares-part-time</p> <p>2008 – 2009 RGIS, LLC Columbus, OH Training & Development Specialist</p> <ul style="list-style-type: none">▪ Responsible for interviewing, hiring and training new employees▪ In training for Supervisor <p>Inventory Specialist</p> <ul style="list-style-type: none">▪ Processing inventory for clients <p>2001 – July 2007 American Collection Systems, Inc Columbus, OH Human Resources Manager</p> <ul style="list-style-type: none">▪ Responsible for all aspects of hiring▪ Managing Employee Benefits/401k▪ Maintaining and updating Employee Handbook▪ Responsible for all training and continuing education for employees <p>2000 – 2001 American Collection Systems, Inc Columbus, OH System and Support Manager</p> <ul style="list-style-type: none">▪ Managed and ran import and export files to and from clients▪ Managed and Supervised the Accounting Office▪ Managed and Supervised the Clerical Department▪ Managed time cards from all non-exempt employees <p>1998 – 2000 Credit Bureau of Columbus Columbus, OH Systems and Support Manager</p> <ul style="list-style-type: none">• Managed Collection Department staff• Managed and ran the Collection System• Managed and ran import and export reports to and from clients• Managed and ran collection dialer• Followed up with collection and accounting process for proper reports <p>1992 -1998 Credit Bureau of Columbus Columbus, OH Financial Supervisor</p> <ul style="list-style-type: none">• Responsible for supervision of all Financial Department staff• Summarized all month-end financial details• Sent monies received and statements to customers• Electronically transferred reports as well as received new business
Technical Training	<p>The Essentials of Human Resources and the Law Ontario Systems, Inc.-Indianapolis, IN Extensive Training on Collection System and Dialer Columbus State Community College-Columbus, OH Franklin University-Columbus, OH</p>