

Artia Brown, MBA

Summary of Qualifications

Over fifteen years managerial and leadership experience with a master's degree in Business Management and a concentration in leadership. Over 30 credited hours at a masters level in HR related courses. Excellent communication skills, the ability to analyze, organize, evaluate and plan. Superior multitasking talents and the ability to build a cohesive team working environment. Experience with SAP/ADP, Oracle, Ceridian, Kronos, and People Soft systems. Proficient in micro-soft applications.

Work experience

II-VI Inc, Warren, NJ

October 2013 to Present

HR Generalist

- Recruited for technical and non-technical positions, maintained knowledge of employment laws, and experience in employee relations
- Involved in staff management, development and training
- Coordinated associate recognition program and retirement recognition program
- Processed FMLA, Disability and Workers Comp claims keeping in compliance with HIPPA laws
- Counseled, coached, and disciplined associates on a variety of employee related issues 24/7
- Processed payroll for over 300 employees

Princeton University, Princeton, NJ (Consultant Robert Half)

March 2013 to September 2013

Payroll Tax and Accounting Analyst

- Reconciled balance sheet liability accounts; substantiate monthly balance sheet accounts including FICA withholding, federal income tax withholding, state, unemployment, garnishments, and union dues.
- Managed payroll tax filings. Manage 3rd party vendor to ensure the accurate and timely submission of the University's payroll-related tax liabilities to federal and state taxing authorities.
- Managed delivery of outbound data files. Analyze, perform impact analysis, and incorporate new /additional payments, benefits, or 3rd party transmissions into the delivery process.
- Processed Garnishments payments and Union Dues

CitiBank, Rutherford, NJ (Consultant G4S Security)

October 2012 to March 2013

Accounts Payable Analyst

- Researched vendor payment inquiries
- Matched and Coded invoices
- Handled special projects

BlueCross BlueShield of SC, Columbia, SC

October 2007 to August 2012

Payroll Accountant III / Lead Audit (September 2010 - August 2012)

- Prepared daily, monthly and quarterly account reconciliations of a complex nature including 941 and W-2 reporting.
- Reviewed, analyzing and/or verifying complex accounting and/or system transactions.
- Responsible for the Bi-weekly funding of the 401(k) contributions and match, reconciling as well as filing the 5500 forms
- Assisted Manager with special projects. Interface with internal and/or external audits agencies.
- Prepared journal entries
- Updated Policies and Procedures

Accountant II (October 2007 - September 2010)

- Reconciled commission statements
- Prepared payroll related journal entries and ensure accurate and timely reconciliation of general ledger payroll accounts, analyzing journal entries for variances
- Accounts payable, Processing Vendor Payments and matching invoices
- Reviewed and monitored costs and rates for Employee Fringe Benefits indirect cost pool.

South Plainfield, NJ 07080
803-968-2073
Tiab2230@gmail.com

Forest Lakes Country Club, Columbia SC

October 2008 – December 2011

Banquet Supervisor

- Schedule Planning
- Overseeing Banquet Events
- Set-up, Food Presentation
- Serving
- Bartending

Thompson Industrial Services, Sumter, SC

January 2006 to March 2007

HR/Payroll Analyst

- Processed weekly and bi-weekly payroll
- Processed New Hires
- Prepared Job Postings
- Processed employment verifications
- Submitted back ground checks
- Assisted in company events

Robert Bosch Corporation, Sumter, SC

June 1998 to December 2005

HR Generalist

- Overseen and assisted at a plant of more than 1100 employees
- Recruited for technical and non-technical positions, maintained knowledge of employment laws, and experience in employee relations
- Involved in staff management, development and training
- Coordinated associate recognition program and retirement recognition program
- Maintained accurate FMLA tracking system following HIPPA laws
- Counseled, coached, and disciplined associates on a variety of employee related issues 24/7
- Processed payroll for over 1100 employees
- Impacted financials by 10% implementing training grant programs

Varsity Sportswear/Varsity Hatland, Sumter, SC

October 1995 to December 2005

Co-Owner/Assistant Manager

- Co-own and managed two clothing stores in downtown Sumter and The Sumter Mall
- Interview, hire and train employees as well as preparing employee scheduling
- Processed back ground checks
- Processed Accounts Payable and Accounts Receivable
- Bookkeeping as well as prepared and issued employee W-2 forms
- Impacted financial by 25% implementing automated systems.

Education

Troy University, Sumter, South Carolina

Master's Business Management /Concentration in Leadership

Saint Leo University, Shaw AFB, South Carolina

BA in Business Administration/Accounting (Minor)

References Available Upon Request

Interview Note Sheet

Applicant Information

Name: <u>Atia Brown</u>	Interviewer: <u>Jo Paik</u>
Date: <u>11/30/2017</u>	Rate of Pay: <u>\$13, \$14</u>
Position (s) Applied for: <u>Server / Bartender</u>	Referred by: <u>Google</u>

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

11-VI Inc. Warren, NJ

- HR Generalist

Oct 2013 - present

Day job

Forest Lake Country Club, Columbia, SC

max travel
30 min

- Banquet Supervisor

- Scheduling / planning

- set up

- serves

- bartend

P.O.S. Experience: Y / N details: _____

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work:

North NJ South NJ Central NJ South Philadelphia
Jersey Shore

Certifications (if any)

TIPS Serv-Safe LEAD Other _____ Will Submit

Availability

Open AM only PM only Weekdays only Weekends only
Details: Sat/Sun After 5pm

Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie
Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: