



JOYA WILLSON

5421 LADERA CREST DRIVE LOS ANGELES, CA 90056

OBJECTIVE

A creative leader and support professional with a record of successful increased responsibility over the years. Over 24 years of experience in the private corporate sector including senior management and leadership, contract negotiations, accounting, bookkeeping, purchasing, accounts payables and receivables. A highly motivated team player with excellent written oral and written communication skills with a vast knowledge of research experience in the field. Team player, years of experience as a VIP Server, Cashier, Food Prep, Porter, Dishwasher and Bartender.

SKILLS

- Attention to detail
- Management & Leadership
- Interpersonal skills
- Strong problem solver
- Works well under pressure

EXPERIENCE

PORTER/DISHWASHER

PICCALILLI RESTAURANT 9/2021 - 8/2022

SERVER, FOOD PREP, BUSSER

CAMILLE'S CATERING 5/2022 - CURRENT

OFFICE MANAGER • WILL-STAR TOWING • 11/2017 – 11/2021

Administrative Office Manager, accounts payables and receivables, Human resources and payroll. Responsible for negotiating contracts and working with Insurance companies.

S.P.O.R.T.S. NONPROFIT

VIP SERVER, CASHIER, FOOD PREP, DISHWASHER, BARTENDER
10/2011- 8/2021

STAFFING COORDINATOR/HUMAN RESOURCES

VILLA AT CITY CENTER • 7/2015 – 2/2016

Make sure 200 bed skilled nursing facility was staffed 3 shifts per day. Assisted in Human Resources payroll, vacations, FMLA and insurance. Worked closely with Director of Nursing responsible for staffing reports and disciplinary actions with staff.

COMPLIANCE COORDINATOR/MEDICAL BILLER

JBS CARE COMPANY 9/1993 – 4/2012

Successfully implemented and managed accreditation process
Performed intake assessment and qualify internal tube fed resident
Maintained par level inventory controls, purchasing, accounts payables, Accounts receivables and insurance billing to insurance companies.
Managed office, answering phones, taking orders and running errands.

ACCOUNTS PAYABLES & RECEIVABLES - HUMAN RESOURCES DIRECTOR BORTZ HEALTH CARE FACILITIES 7/1991 – 6/2015

Process invoices for payables issued payments through Quick Books
Reconciling Bank Statements



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Accounting and bookkeeping
Contract negotiations with vendors
Worked with accountants and auditors for annual audits
Maintained vendor files
Maintained employee files
Administrative assistant to Vice President of Corporate Office

EDUCATION

JUNIOR YEAR STANDING – BUSINESS/MANAGEMENT
CENTRAL STATE UNIVERSITY WILBERFORCE, OH

ADMINISTRATIVE BILLING CERTIFICATE, BILLING & CODING
BAKER'S COLLEGE CLINTON TOWNSHIP, MI

VOLUNTEER EXPERIENCE OR LEADERSHIP

MICHIGAN MEDICAL BILLERS ASSOCIATION

WHO'S WHO IN WOMEN MICHIGAN BUSINESSES.