

KATELYNN SHUGART

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A well organized, co-efficient, office professional looking to broaden my work experience. I have broadened experience in different office administrative positions. I am currently finishing my associate degree in office administration accounting. I would describe myself as an ambitious person, who likes challenges, and I am great at problem solving. I desire a broaden area of growth in any position that I take on.

EXPERIENCE

A. Dyess Fencing, BRAZORIA, TX — **Accounting Clerk**

March 2023 – Present

- Maintaining schedules
- Reconciling all accounts and purchases
- Accounts Payables
- Keeping up and maintaining all documentation and subscriptions for the business
- Advertising
- File and organize all documents.
- Create invoices/forms.

City of Oyster Creek, OYSTER CREEK, TX — **Finance Director/Treasurer, Accounts Payable Clerk, Risk management/HR Clerk**

November 2020 – December 2022

Finance Director/Treasurer:

- Directing financial planning and strategy
- Analyzing and reporting on financial performance
- Overseeing audit and tax functions
- Developing and implementing accounting policies
- Reviewing departmental budgets
- Assessing, managing, and minimizing risk with financial data
- Manage incoming payments.
- Write outgoing checks.
- Documents all business financial transactions.
- Manage formal reports and company bank statements.
- Plan and ensure adherence to the pre-determined financial budget for the year.
- Ensure the protection of funds from any potential misuse by any members of the committee.

Accounts Payable Clerk:

- Process check requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Perform monthly reconciliations.
- Maintain many vendor accounts while staying in compliance with company policies and procedures.
- Perform data entry associated with accounts payable.
- Review and reconcile invoice discrepancies.

- Audit and process credit card bills
- Address and respond to vendor inquiries.

Risk Management/HR Clerk:

- Understand, Interpret, and apply city, state, and federal laws, rules and regulations pertaining to employee safety, workers compensations, public liability, and insurance.
- Work with contracted service providers and outside agencies to ensure effective and timely claims.
- Analyze data, prepare reports, and make recommendations for all risk insurance, health insurance, workman's comp claims, and unemployment.
- Participate in the development, implementation, and evaluation of new or revised risk management policies or programs.
- Coordinates and sets training courses for employees.
- Develops annual wellness budget; monitors expenditures to ensure wellness initiatives and programs can be sponsored throughout the year.
- Maintains all city insurance policies, reviews incoming/outgoing certificates of insurance to ensure proper coverage; process renewal of insurance certificates as required.
- Conducts and maintains motor vehicle records.

City of oyster Creek, OYSTER CREEK, TX — Court Clerk

September 2018 – November 2020

- Coordinate all Court hearings.
- Maintain all court records, court dockets, warrant, etc.
- Process Court payments
- Work with other legal teams
- Generate court documents.
- File and organize all documents.
- Problem solves past document errors.
- Responded to inquiries from the public regarding court appearance, trial dates, judicial procedures, and fines.

City of Oyster Creek, OYSTER CREEK, TX — City Clerk

November 2017- September 2018

- Complete all point of sale opening and closing procedures, including counting the contents of the cash register.
- Responded to customer concerns with friendly and knowledgeable service.
- Responded to inquiries from the general public.
- Performed clerical tasks, including answering incoming phone calls, sorting mail, and sending correspondence.
- Generated and submitted invoices based upon financial schedule.
- Scheduling
- Ordering of supplies
- Cross trained with other positions in the office, EX: Court, Payroll, Utilities, Finance.

JVIC, Freeport, SWEENY, TX — Quality Control Clerk

August 2016 -February 2017

- Maintained documentation for areas such as orders, activities, schedules, and employee performance.
- Managed office supplies, vendors, organization, and upkeep.
- Compiled company information and related material and distributed it to candidates.
- Provided clerical support to company employees, including copying, faxing and file management.
- Document Control and filing management.
- Meet with contractors and other management to pertain job information.

EDUCATION

JUNE 2012

HIGH SCHOOL DIPLOMA, ANGLETON HIGH SCHOOL

CURRENTLY ENROLLED

OFFICE ADMINISTRATION ACCOUNTING SPECIALTY, BRAZOSPORT COLLEGE

SKILLS

- Records management
- Project management
- Strategic thinker
- Problem-solving
- Microsoft program knowledge
- Reporting and documentation
- Data entry
- Payroll knowledge
- Time management
- Customer service
- Customer/Client relations
- Creative learning strategies
- Personable and outgoing
- Organizational skills
- Cross Training
- Teamwork and collaboration

ACTIVITIES

With any job that I obtain I like to go beyond the knowledge I know to learn and succeed further. Being involved with others as a team is something that I look forward to in any work environment. If you enjoy what you do and who you do the work with you will never have to “work” a day in your life. I am a go-getter and fast learner. I like to push myself to become better and more knowledgeable than the day before.

REFERENCES

TOBY GUENTER

FORMER BOSS AT THE CITY OF OYSTER CREEK

(979)482-3674

JENI SPRAYBERRY

FORMER COWORKER AT THE CITY OF OYSTER CREEK

(979)529-1112

CHASE DYESS

CURRENT BOSS FOR A. DYESS FENCING

(346)461-2666