Professional Goals

**Mentoring**

**Leadership**

**Packaging**

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### CAREER CHECKLIST

**SPECIALIZED KNOWLEDGE**

- Payroll applications
- Data management and retrieval
- Classified payroll calculations and PERS reporting
- Certified payroll calculations and SHRS reporting
- Absence tracking per bargaining unit rules
- 401K calculations and coordination
- Voluntary deductions
- Garnishments

**SOCIAL SKILLS**

- Excellent customer service
- Great team player
- Outstanding communication skills

**LEADERSHIP ABILITY**

- Directed and led learning team projects at University of Phoenix
- Directed the training of payroll staff during conversion to QBS

**CREATIVITY**

- Designed and created written QCC manual and Powerpoint
- Designed and created screen cast tutorial for attendance processing

**SELF MOTIVATION**

- Created new American Fidelity procedures
- Created new Garnishment procedures
Project Goals

- Streamline Training
- Provide a Visual Reference
Accomplishments/Successes

- Self Discovery
- Presentation

Key Learnings

• Open Source = Susceptible to crashing • • • A LOT!

• Creating the time

• Identifying obstacles
Thank You

- Ted O
- Micaela Ochoa
- Jackie Durham
- Lisa Latt
All uncited drawings were created by Jolene McKinny for the express purpose of using in this presentation.