**Barb Adomina**

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Objective

Office manager for Smith Construction Services, utilizing my experience in leadership to become a significant asset to an organization

Education

Bachelor's Degree, Business Management, University of Phoenix - 20011 - present

Associates Degree, Business Administration, NCI College - Sacramento, CA 2007

Dean’s List

High School Diploma, Center High School,  Bradford, PA 1991

Medical Office Support Specialist Certificate, NCI College - Sacramento, CA 2007

Inventory Management Specialists Certificate, United States Air Force-Denver, CO 1992

Skills Acquired

Microsoft Office 2003, 2007, 2013/Lync 2013, Arc Tree, human resources, multitasking, management, troubleshooting, business analysis, marketing, PowerPoint

Experience

**Administrative Supply Chain Coordinator -** Pepsi Co, Anchorage, AK 7/2014-7/2015

* Kept current the Customer Database for Anchorage, Fairbanks, Soldotna and surrounding cities and villages
* Collected and processed customer payments
* Created invoices, processed invoice corrections
* Counted driver cash and vending machine money accurately for reporting
* Conducted monthly audits of the cash room/safe
* Prepared deposits for Loomis to pick up
* Collected credit applications and other payment applications to submit for processing
* Filed for all 3 cities, Kodiak, and Bypass customers (customers living in villages and remote areas), maintaining timeliness and accuracy standards
* Responded to dispatch inquires
* Maintained various reporting documents (COD, NSF, Driver Over/Short, Unauthorized Charges)

**Administrative Assistant -** Personnel Plus, Anchorage, AK 12/2013-7/2014

* Performed various administrative duties required for the client organization

**Cash Office Team Lead -** Sam's Club, Anchorage, AK 8/2012-5/29/2013

* Ensured Cash Office remained secure and balanced; distribute change
* Supervised two associates to ensure department functioned properly
* Reviewed schedule to ensure proper coverage for upcoming events and deadlines
* Finalized previous day deposit reports
* Completed managers’ reports, recorded daily sales, recorded and sent report for door errors
* Distributed radios and Telxons, maintaining inventory and returns

**Check Out Supervisor (COS)** - Sam's Club, Anchorage, AK 4/1/2012-8/2012

* Distributed change to all cashiers
* Obtained lock up items (videos, laptops, software etc.)
* Distributed breaks and lunches to the front end cashiers, door greeters, and cart associates
* Assisted cashiers in driving results for the club, by encouraging guests to sign up for memberships, existing members to renew / upgrade memberships
* Conducted "one on one's" with the cashiers to ensure they met the minimum requirements for their position and also identified areas where they needed additional training
* "Key Flicks" – handled price overrides to ensure members are taken care of in a timely manner when pricing issues are involved

**Lead Office Coordinator** - Brink's Home Security, Sacramento, CA 9/2005-7/21/2011

* Now known as ADT Security
* Provided support for 6 managers, while also providing support for as many as 12 sales representative and 20 technicians, managing their daily schedules, assigning sales appointments and installs
* Served as Human Resource contact for the branch, communicating with the corporate office located in Texas,
* Processed all new hires, terminations, Workers Compensation paperwork, assisted in answering benefits questions and providing necessary resources
* Served customers by answering multiple phone lines, ensuring customers were routed to necessary departments, managing data entry, trouble shooting, business analysis, and business management

Additional Experience

**Account Manager -** Benefits Management Corporation/ Living in Familiar Environment (L.I.F.E.), Sacramento, CA 6/2001-7/2005

* This non-profit money management agency provided payee services for claimants found mentally unable to manage their own money, some came for services voluntarily and some involuntarily
* The agency managed funds for claimants who received SSI/SSA, Railroad Retirement and Veteran benefits. We worked very close with those agencies to ensure the claimants’ financial and mental health needs were being taken care of properly, we followed HIPAA guidelines to protect the privacy of the claimants as we received all correspondence from these agencies on the claimants behalf
* After we received the claimants deposit for the month, we then paid their rent, bills if they had any, and the rest would be divided into the 4 weeks for the claimant to have money throughout the month, all checks were printed, stuffed and mailed from our location, I did this for as many as 450 claimants each month
* Some claimants were homeless and we had to assist with finding proper housing for them and still ensure they had money or the resources to access food and clothing if necessary throughout the month
* Work closely with the claimants case managers in and around the greater Sacramento area to ensure those with mental health needs and in need of medication received those services as well

Volunteer Experience

* At Sam’s Club, did the 3 mile Walk for MS and fed the homeless at Thanksgiving at Brother Francis
* Volunteered with church ministries when needed
* Volunteered to assist with the Special Olympics at Sacramento State

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