

VALENCIA L. ALLEN-LOVE

Objective: To obtain a professional position in the area of accounting, business, finance or education in an environment that offers the opportunity to utilize my expertise in the department(s) of human resource, office management and/or customer service skills, which include but are not limited to bookkeeping, computer/database knowledge, finance, organizational and payroll necessary to enhance the mission and vision of the company.

Experience

DeKalb County School District
Stone Mountain, GA

February 2022 - Present

Accountant I – Department of Finance – Central Office, February 2022 – Present

Process, prepare and interpret cost accounting reports to project managers and senior management (i.e., encumbrance reports, project reconciliation, status logs, etc.). Oversee distribution of general funds, verify and approve requisitions in MUNIS/Tyler, log incoming checks to the district and process and reconcile tax reports. Monitor and assign appropriate charge codes for accounts in MUNIS, assist in the preparation and budget analysis of various school funds. Perform other duties as assigned

Key Skills

- Data Entry
- Invoicing
- Verify and Allocate Transaction
- Records Management
- Reconcile and Balance Budgets
- Post Business Transaction
- Oversee Budget Funds
- Excel
- Word

Experience

Rockdale County Public School
Conyers, GA

February 2021 – February 2022

Bookkeeper – Peek’s Chapel Elementary School, February 2021 – February 2022

Co-Director (M.O.R.E. Afterschool Program) – Peek’s Chapel Elementary, August 2021 – February 2022

Bookkeeper – Maintain MUNIS data for personnel, paperwork (payroll, attendance, etc.), monitor budgets and purchases for the school, receive and deposit funds, process checks for vendors, oversee Title 1, PPA, L4GA budget, verify, allocate and post detail of business transactions and reconcile and balance all general fund accounts. Work with Accounts Payable to assist with vendor invoice information is correct for payment. Key requisition orders in MUNIS and balance budgets, check authorization, collaborate with the FMLA, Risk Management and Insurance department. Key absence in Frontline(AESOP) for staff and monitor absent and assist with obtaining subs for absent teachers. Co-Director for the M.O.R.E. afterschool program, also Child Care Technician for the school and perform other duties as assigned.

Clerical duties- Performed the duties and responsibilities of the permanent Secretary or Front Office Clerk in their absence.

Communicated with parents, students and staff through office visits, telephone calls, two-way radio transceivers and the parent portal, assists Registrar/Secretary with registration, withdrawals, and other concerns; greet visitors, answer questions, assists and/or redirect phones calls and handles service calls. Performed other duties as assigned.

Key Skills

- Data Entry
- Verify, Allocate & Post Business Transaction
- Payroll and Purchasing
- Registration
- Records Management
- Transcript Processing
- First Aid / CPR Certification
- Reconciles and Balance Budgets
- Deposits
- Classroom Instruction
- Spreadsheet & Database Creation
- Child Care Technician (CCT)
- Oversee Title 1 Budget
- Maintain personnel paperwork

Experience

DeKalb County School District
Stone Mountain, GA

September 2013 – February 2021

Bookkeeper, Clerical and Paraprofessional Substitute, September 2013 - July 2015

Paraprofessional – Elementary Instructional, August 2015 – July 2016

Bookkeeper – Brockett Elementary School, August 2016 – February 2021

Bookkeeper – maintain personnel paperwork (payroll, attendance, etc.), monitor budgets, payroll and purchases for the school, receive and deposit funds, process checks for vendors, oversee Title 1 budget, verify, allocate and post detail of business transactions and reconcile and balance all general fund accounts. Child Care Technician and perform other duties as assigned.

Paraprofessional substitute/Paraprofessional – Elementary Instructional – performed the duties and responsibilities of paraprofessional in their absences. Assisted teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks. Assisted teachers with the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments. Assisted teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment. Performed other duties as assigned.

Bookkeeper and Clerical substitute – performed the duties and responsibilities of the permanent bookkeeper in their absence. Deposit funds-maintained GUI data-personnel records (statement of leave, payroll, etc.) ensure that records are accurate and data keyed into system correctly and in a time manner. Key requisition orders in GUI and balance budget, check authorization, collaborate with the FMLA and Insurance Department. Performed other duties as assigned.

Clerical duties - performed the duties and responsibilities of the permanent secretary or clerk in their absence.

Communicated with parents, students and staff through office visits, telephone calls, two-way radio transceivers, and the parent portal; assists secretary with registration, withdrawals and other concerns; greets visitors, answers, assists and/or redirects phones calls and handles service calls. Performed other duties as assigned.

Key Skills

- Data Entry
- Registration
- Withdrawal
- Verify, Allocate & Post Business Transaction
- Payroll and Purchasing
- Records Management
- Transcript Processing
- First Aid / CPR Certification
- Reconciles and Balance Budgets
- Deposits
- Classroom Instruction
- Spreadsheet & Database Creation
- Child Care Technician (CCT)
- Oversee Title 1 Budget
- Maintain personnel paperwork

Experience

Maersk Sealand/ Maersk Inc.
Mount Pleasant, SC

March 2000 - April 2006

Export Front Line Documentation Customer Service, June 2000 - April 2006

Audit Agent, April 2002 – April 2006

Data Entry Clerk (temp via Charles Foster Staffing Agency), March 2000 - June 2000

Accurately and timely completed manifest export bills of lading adhering to the requirements of the customer & Maersk; located and applied correct tariff/contract rates & surcharges; worked with local sales offices to ensure customer requirements were met; responded to customer phone/fax inquiries; and provided superior customer service. Also an Audit Agent, verifying contents in container per bill of lading and releasing of vessels to the port.

Acted as Freight Cashier to ensure credit is in order and released bills via FED-EX, Internet, Courier or US Mail (as agreed upon with local offices), processed RKDS07 and RKDSX046 reports to ensure sailing data is created and released on time and processed RKDSB4 reports to eliminate any errors prior to releasing sailing data. Also, worked with other offices (US and Overseas) to ensure no errors remained on the B4 or B5 reports.

Member of the transition team for rate training in the San Jose, Costa Rica Resource Center, member of the Comm-Bolt team for the prototype before it was implemented to the different area resource centers and assisted San Jose, Costa Rica Resource Center with manifesting and rating of export bills of lading when needed.

Key Skills

- Report, Document & Manifest Export Bill of Lading
- Teambuilding
- Staff Development & Trainer
- Records Management
- Spreadsheet & Database Creation
- Accounts Receivable
- Policies & Procedures Manuals
- Expense Reduction
- Auditor

Experience

Belk
Statesboro, GA, North Charleston, SC & Summerville, SC

December 1995-January
2000

Area Sales Support / Human Resource/ Office Manager, 1998 - 2000

Customer Service Sales Associate, 1995 - 1998

Demonstrated business professional skills and provided positive learning atmosphere set by the company as an office and human resource manager and customer service sales associate to assist in maintaining a positive attitude and producing a high-quality working environment. Excelled in resolving employer/employee challenges with innovative solutions, systems (MS Office Suite and other applications) and process improvements proven to increase efficiency and customer satisfaction.

Repeatedly promoted during 5-year tenure with Belk, culminating with responsibility coordinating all office functions and supervising a team of four departments.

Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions. Decreased office expenditures by implementing needed controls on stock/supplies and standardizing ordering procedures. Also created automated daily stats reports that reduced inaccuracies.

Key Skills

- Office Management
- Teambuilding & Supervision
- Staff Development & Training
- Policies & Procedures Manuals
- Report & Document Preparation
- Spreadsheet & Database Creation
- Accounts Payable/Receivable
- Bookkeeping & Payroll
- Records Management
- Meeting & Event Planning
- Inventory Management
- Expense Reduction

Experience

Georgia Southern University

May 1989 - February 1998

Administrative Assistant/Financial Aid Assistant I/ Financial Aid Counselor I, 1989 - 1998

Testing Supervisor/Proctor (Part-Time), 1992 - 1998

Served as executive assistant to the management team, handled a busy phone system, functioned as primary liaison to students and ensured a consistently positive customer experience; earned a reputation for maintaining a positive attitude and producing high-quality work. Repeatedly promoted during 8.5 -year tenure with Georgia Southern University, culminating in current responsibility for coordinating all office functions and supervising a team of two departments.

Coordinated and maintained procedures with the Associate and Assistant Directors, with regards to the Quality Assurance Verification Program, served as a back-up for section Supervisor and also for the exporting and importing of Electronic Data Exchange and responsible for reconciling the Pell payment vouchers for the University.

Counseled students and parents about financial aid programs, the application award process, and supervised work-study students.

Maintained balances for the Emergency Loan funds for the university and Student Government loan accounts, assisted with the resolution of disbursement problems with the Accounts Receivable office and processed incoming and out-going Financial Aid transcripts, paperwork for the schedules, prepared manual check requests for students' reimbursement of students' class quarters and manually awarded summer awards.

Key Skills

- Office Management
- Teambuilding & Supervision
- Staff Development & Training
- Policies & Procedures Manuals
- Report & Document Preparation
- Spreadsheet & Database Creation
- Accounts Receivable
- Bookkeeping
- Records Management
- Meeting & Event Planning
- Inventory Management
- Payroll/ Budgets

Education

Columbus State Community College – Major: Business Management

1981-1983

Georgia Southern University – Major: Business Management and Education

1993-1997
