

Judy McCray

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Dayton, OH 45406

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Objective

Seeking an opportunity to be a part of your organization to utilize my talents to benefit your organization to the utmost.

Skill Summary

- Remarkable knowledge of word processing, data entry, payroll, finance, answering phones, filing.
- Great skills in problem solving with little to no supervision
- Profound ability to communicate effectively both written and oral.
- Exceptional ability to prepare and maintain accurate records.
- Exceptional ability in understanding the need to meet deadlines.
- Proven sound reasoning in meeting production deadlines.
- Uncommon ability to recognize the importance of customer service.

Employment History

Summit Behavioral Healthcare, Cincinnati, Ohio 10/1998 to 12/2011

Account Clerk III

Audited 200 employee's paychecks, entered vacation hours, overtime, shift differential.

Entered tax codes, entered direct deposit information, responded to employee's payroll concerns.

State of Ohio, Lebanon Correctional Inst., Lebanon, Ohio 7/2008 to 10/2009

Account Clerk II

Maintained account related auxiliary records and performed compilations essential to accounts.

Processed vouchers thru OAKS system.

Handled inquiries for 150 vendors.

Posted money orders to books/direct deposit.

State of Ohio, Mont. Education & Pre-Release Center, Dayton, Ohio 12/04 to 7/2008

Human Resource/Account Clerk II

Screened employment applications and maintained case merit files for H.R.

Account Clerk – Processed electronic payment transfers for all essentials for the maintenance of the institution.

State of Ohio, Adult Parole Authority, Dayton, Ohio 10/1998 to 12/2004

Word Processing Specialist II

Transcribed/typed reports and Court Ordered Hearings for parole officers and supervisors.

Screened incoming phone calls, directed offenders accordingly.

Anthem Alliance Insurance, Dayton, Ohio 3/1997 to 10/1998

Standards Coordinator

Supervised customer service staff of 55, trained new employees.

Motivated staff to meeting quality standards and deadlines.

Market USA, Yellow Springs, Ohio

Supervisor/Human Resource Generalist

Recruited new employees, worked job fairs, oversaw employee benefits and supervised telemarketers on phone.

Huffy Bicycle Corporation, Miamisburg, Ohio

Customer Service Supervisor

Supervised staff of ten.

Listening ear to the Corporation to implement overall quality improvements with assistance of engineering department.

Service Organizations & volunteer services:

Tax preparer for AARP

Member of LEAD – Leaders for Equality & Action in Dayton

Member of Day-Vest