

Kelly M. Malloy
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CAREER OBJECTIVE: To secure a permanent position in the accounting/secretarial/administrative field where my skills and abilities would be most beneficial.

EDUCATION

Lansing Community College, Lansing, MI
Word Processing Classes, 1992

Lansing Sexton High School
Graduated, June 1980

SKILLS

Knowledge of accounting and billing, accounts receivable and accounts payable, type 70 wpm, 10 key calculator by touch, data entry, telephone etiquette, payroll and bookkeeping. Wide variety of computer experience including Micro-Soft Word, Excel, Word Perfect, Access, Page-Maker, Power Point, Adobe, Quicken and Peachtree. EBS and KUALI financial system. I have worked with several company designed programs and pick up things quickly.

EXPERIENCE

American Cancer Society – March 2010 - present

Constituent Service Representative

Work at an inbound call center as a Constituent Service Representative soliciting past donors for donations. Provide excellent customer service and help with issues involving cancer. Data entry and accurate input of information on donor records.

Michigan State University – University Outreach and Civic Engagement
March 1999 – present

Accounting Clerk I upgraded to Secretary II and Office Assistant III

Duties consist of maintaining department files, organizing and assisting with office procedures, budget development, forecasting and monitoring. Analyzes and reconciles accounting records for multiple departments and programs. Arrange travel, and completing vouchers for Director and staff. Submit bills for payment and receipts for reimbursement. Coordinate and compile information in order to produce reports. Process student and labor payroll using new EBS system. Hire student and on call employees and submit information through the new EBS program. Resolve problems independently and supervise student employees. Prepare materials for distribution, mailings, and schedules

and arranges meetings and special events. Keeps electronic calendar for Director of the Center for Service Learning and Civic Engagement. Acts as program coordinator for the America Reads Program. Serves as liaison between the Lansing and East Lansing School Districts and the department for the America Reads Program.

Michigan State University – Controllers Office (Payroll)
April 1998 – March 1999

Office Assistant II

Duties consisted of processing student and labor payrolls according to the University policies and procedures. Auditing, batching and entering timesheets on the payroll system. Printing, folding, sorting, and mailing payroll checks and direct deposit notifications. Computing and preparing hand drawn checks. Reviewing W-4 cards for accuracy, and imputing completed forms in to the payroll database. Reviewed output of payroll edits for errors and made necessary corrections. Communicated with Student Employment, Human Resources, and University Departments to research and resolve problems as needed.

Schafer's Bakery, Lansing, MI
January 1979 – September 1995

Various office duties consisted of answering multi-line phone system, data entry, route accounting by auditing driver's invoices, collecting cash and balancing work on a daily basis, accounts receivable application of payments, collections of delinquent accounts, preparing customer statements, and filing.

Professional Development

Certification in Excel 2003 Level 1 & 2

MSU HRD – Working with Student Employees Courses

MSU HRD – Essentials of Financial Administration Courses

MSU HRD – Travel Courses

MSU HRD – Purchasing Course

MSU HRD – Who Moved My Cheese? (Dealing with Change)

EBS – All classes for financial and payroll officers in the new EBS and KUALI Financial System