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Objective

Seeking a position with a company that provides a family friendly work schedule, benefits, training & work friendly environment in return for an employee that is dedicated, trustworthy & can offer experienced skills with a willingness to learn new ones.

Relevant Skills and Abilities

- Experienced with cash handling, scanning checks, process of deposits for large volumes of cash.
- Experienced in balancing daily inventory in cash vault and currency room
- Experienced in setup, running combos and loading ATM's
- Guard Armored trucks in/out of building; check messenger items in/out daily
- Customer service oriented
- Ability to multi task
- Accurate in balancing
- Experienced in posting loan payments, deposits, withdrawals
- Experienced in balancing Money Orders
- Experienced in balancing cash
- Experienced in opening new accounts with financial institutions
- Teachable and Dependable
- Knowledge of phones, computers, copiers and fax machines
- Experienced in working with large amounts of mail
- Experienced in making a schedule for fellow employees.
- Payroll for 600 employees
- Experience in Insurance/Benefits
- Teacher Retirement
- Mass system

Payroll Specialist/Back up Insurance Coordinator

Sapulpa Public Schools Sapulpa, OK

August 2015 to Present

Process payroll for around 600 employees, manage all benefit deductions and balance bills to go along with each deductions. Input vacation and leave of absence for all employees. Backup to the Insurance coordinator, inputting health, dental and vision insurance as well as all American Fidelity Insurance benefits for all employees. I answer any questions that may come up about American Fidelity benefits,

fill out all documents that an employee might need for their disability, life Insurance or any other claim. I balance all bills each month for all deduction including but not limited to American Fidelity, EGID, Mutual of Omaha, Legal Shield. I Process and recalculate garnishments. I also do all employment verification, Teacher retirement, taxes, quarterly reports.

GPS Analyst

URS Flint (now part of URS Corporation)

July 2014 – August 2015 Tulsa, Oklahoma

GPS analyst- Monitors all speeding, who is wearing their seat belts, crashes, and tampering of the unit. Work with excel and word every day. Create and send daily, monthly and weekly reports. I order new parts and kits for installs and repairs. Transfer equipment from one location to another.

Administrative Assistant

Williams & company LLC

May 2014 – July 2014 Tulsa, Oklahoma Area

Responsibilities include Getting proper ID and legal information in order to open a new account. Preparing all paper work for new client accounts, setting up all appointments for new client/existing client meetings. Order office supplies, keep neat client folders, file and answer the phone. Make sure to call clients to remind them about their appointment.

Tax Payer Information

Tulsa County Treasurer

May 2012 – January 2014

Responsibilities included posting payments, ordering title searches, answering phones, general office duties, issuing tax warrants on delinquent taxes, cash verification, balancing checks and making schedule for coworkers. Worked with large amounts of mail and also worked large amounts of returned mail.

Currency Room/Vault Supervisor

Brinks

February 2011 – February 2012 Tulsa, ok

Responsibilities include processing deposits for all customers we inventory for, set up, load and run combos for all ATMs, scan checks, guard truck in/out of building, check messenger items in/out, balance inventory daily for vault and currency room.

Teller/Branch Assistant
Energy One Federal Credit Union
April 2006 – February 2011 Tulsa

My responsibilities included a variety of positions while at the credit union: Receptionist, Share Draft Coordinator, Teller: posted loan payments, deposits, withdrawals, money orders, credit union checks, opening new accounts, balancing branch cash vault, scanning checks, scanning loan documents, building loan files, filing, inputting collateral insurance dates, returning insufficient items, working negative balance report.

Teller
American Heritage Bank
June 2005 – March 2006 Sapulpa

Basic teller responsibilities: assist customers with deposits, withdrawals, cashing checks, balancing cash drawer daily; handling difficult customers in a professional manner while problem solving.

Education

Sapulpa high
Diploma 2006

Sapulpa Central Tech Business information technology
2004 – 2005

References available upon request