

---

## **Rebecca Grooms**

1020 E. Virginia, Apt. 106  
Stillwater, OK 74075  
Phone: (405) 743-2868  
Alt. Phone: (405) 880-6095  
E-mail: rebecca.grooms@att.net

---

### ***OBJECTIVE***

Seeking a Human Resources or other Administrative Management position allowing me to use my full spectrum of experience to provide vision and counsel in steering an organization through growth and change as needed to maintain a healthy workforce.

### ***SUMMARY OF QUALIFICATIONS***

Human Resource Manager with 7 years experience working in the manufacturing sector. Especially skilled at balancing the company's best interest with employees' needs to achieve business goals. Strong attention to detail and organizational skills. Dedicated with a positive attitude. Excellent written and oral communication skills. Strong math and calculation ability. Ability to work on multiple assignments under pressure situations and consistently meet deadlines. Superior customer relation skills, dealing with customers and employees by telephone and direct contact. Excellent computer skills including Microsoft Office, Microsoft Word certifications, Excel certifications and ADP payroll system. Member of Society of Human Resource Management since 2004.

### ***WORK EXPERIENCE***

#### **Human Resources Manager** (10/2004 - 3/2011)

National Standard, Stillwater, OK

Balanced the company's best interests with the employees' needs to achieve business goals. Implemented best practices to maintain high morale. Identified and defined high-quality candidates in a tight job market. Participated in succession planning and employee development planning to retain top talent. Articulated policies and procedures to employees seeking clarification regarding payroll, disability, terminations, leaves of absence, worker's compensation and benefits. Developed and maintained contingency plan as Pandemic Planning Coordinator to ensure production in case of flu outbreak. Ensured compliance with federal, state and local laws. Regularly conducted new hire orientation. Processed and reviewed employee data for new hires and termination. Represented the company in all legal matters. Oversaw worker's compensation program.

#### **Accounts Payable Coordinator** (10/2000 - 10/2004)

National Standard, Stillwater, OK

Perform general accounting functions focused on payables for local division of manufacturing company. Prepared daily, weekly and monthly financial reports, Assisted controller with quarterly physical inventory. Worked closely with purchasing and payroll departments to ensure accuracy. Process invoices for properly authorized and audited purchases through the accounts payable system. Process and verify all freight invoices. Process all incoming and outgoing mail. Data entry for employee timecards. Classify expenditures in Excel spreadsheets. Various monthly closing procedures. Answer vendor inquiries on payment status. Maintain and balance petty cash. Maintain Quickbooks account for local purchases and manual checks. Assist controller with other duties as needed.

**Assistant Customer Service Account Manager** (9/1998 - 10/2000)

Quebecor World, Stillwater, OK

Assisted Customer Service Account Manager in day to day coordination of processing customer information and departmental instructions for printing, binding and distribution of magazines and retail advertisements. Responsible for the data entry input and output of all job information required for production. Work closely with the production staffs of various customers relaying information. Answer questions concerning production or technical problems that arise. Provide continuous updates to all departments including any changes in production. Enter job specifications and confirm with the division scheduler. Verification of customer supplied inventories. Track packages and provide proof of deliveries for freight shipments.

**Accounts Payable Clerk** (2/1997 - 9/1998)

Quebecor World, Stillwater, OK

Perform general accounting functions focused on payables. Process invoices for properly authorized purchases through the accounts payable system for timely payment. Classify expenditures within the accounts payable general ledger system to accurately document the type and amount of cost incurred. Match invoices due for payment with the purchase order and the proper supporting documents. Requisition garnishment and child support checks. Request I-9 information from new vendors. Approve Defender Temporary Services payroll from accounting perspective. Served as back up support for Switchboard Operator.

***EDUCATION***

**Bachelor of Science, Organizational Leadership**  
**Southern Nazarene University, August 2006**

Bethany, OK

***ADDITIONAL QUALIFICATIONS***

Society of Human Resource Management (SHRM) member since 2004, Stillwater Area Human Resource Management (SAHRA) member since 2004, VP of Public Relations 2008-2010, APICS Basics of Supply Chain Management Certification, Supervisor Academy, ADP, ADP eTime, Stillwater Area United Way Board of Directors 2007, Lean Manufacturing, Six Sigma, Excel Level 4, Microsoft Word, newsletter production, payroll, local television and radio marketing and commercials, ten key by touch, typing: 45wpm, general office machines, postage meter, Merlin phone system, PADI Certified Open Water Diver, certified aerobics instructor.