

Brenda Warden  
2255 N APT. # 180  
Austin, TX 30450  
TEL: 913 456 8862  
[bwden@yahoo.com](mailto:bwden@yahoo.com)

### Career Objectives

To utilize all the skills I have acquired in the course of my study and work experience to add value to the organization, subsequently rising deservedly through the ranks in the organization. To be able to face challenges that make me create and innovate as the situation may dictate and ultimately achieve organization goals.

### Professional Competence

I am experienced working in fast-paced environments demanding organizational and interpersonal skills. I am ethical, dependable, detail-oriented and resourceful in completing projects in a timely manner. I am a team player willing to work outside job specifications in order to assist fellow staff. I am self-motivated and impart the same to fellow colleagues to enhance productivity.

### Capabilities include:

- Problem solving
- Getting along with fellow employees
- Dependability
- Ability to work independently
- Persuade and lead projects and/or people
- Observe and evaluate things and/or people
- Plan and organize projects and/or people
- Ability to Train others

### Employment History

**2005 – To present**

**XXXX Company Name XXXX – AP/AR and Payroll Manager**

### Responsibilities Include:

- Prepares and enters purchase order related invoices.
- Advises and instructs personnel on AP/AR issues as needed.
- Responds to inquiries from customers and departments regarding payments and invoices.
- Coordinates vendor database with appropriate internal constituents.

- Reconciles outstanding account balances with brokers, as required.
- Builds and maintains teamwork with members of the AP/AR department.
- Managing and Reconciling customer accounts
- Ensuring AP/AR daily transactions and entered correctly and reconciling bank statements
- Reviewing credit lines for current and potential customer accounts
- Ensures timely and accurate preparation of all payroll operations
- Ensures that payroll actions are in conformance with employment and benefits practices and accounting procedures.
- Oversees preparation of all federal and state payroll tax reports, including quarterly and year-end returns
- Maintains all payroll records, reports and computations
- Interfaces routinely with the relevant departments on employee benefit issues to ensure timely and accurate processing.
- Supervises Payroll staff and AP/AR operations
- May perform other duties, as the General Manager may deem necessary.

**July 2003 – August 2005**

XXXX Company Name XXXX – Front Office Manager

**October 2001 – December 2004**

XXXX Company Name XXXX – Front Office Supervisor

**March 2001 – June 2003**

XXXX Company Name XXXX – Front Desk Supervisor

**Educational Background**

**2003 – 2006**

XXXX Name of the University XXXX (Northfield VT) – MBA (Administration)

**1995 – 1999**

XXXX Name of the University XXXX (Eldoret, Kenya) – BSc

**References:**

Available upon request