

# Sarah Hindley

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## Objective

To obtain a secure position with a progressive company in which I can utilize my current knowledge while having opportunities to learn and grow professionally.

## Experience

### **Advantage Supports LLC**

**January 2017- Present**

- Provide HR and administrative support for rapidly growing support coordination agency
- Manage payroll for 15 + employees
- Develop policies, create and maintain employee handbook
- Manage all office ordering
- Process monthly Medicaid billing for over 200 clients
- Manage accounts payable and accounts receivable
- Provide general support to CEO and all support coordinators
- Manage recruitment and first round interviews for all new hires
- Schedule and track all required training

### **Royal Fitness**

**May 2016- January 2017**

- Greet members and answer questions
- Processed retail transactions for merchandise, guest passes and services
- Scheduled personal training and massage appointments
- Answered phones and provided customer support

### **Rudolph Novak Esq.**

**May 2015- October 2015**

- Provide administrative support on an as needed basis
- Manage calendar and schedule appointments
- Coordinate and book travel arrangements
- Provide follow-up support including daily reminders and management of current and long term projects
- Research and design various branding and marketing materials
- Create and maintain expense reports
- Design and create client intake forms
- Record contact information of new and prospective clients

### **Animal Welfare Association**

**September 2014- April 2016**

- Provided HR support to a staff of over 50 employees with high level of turnover
- Processed biweekly payroll
- Created bi weekly staff newsletter
- Provided support to Director of Finance by processing accounts payable, entering bank deposits and reconciling bank statements through QuickBooks Online
- Coordinated and schedule staff training with Outlook shared calendars
- Placed and received all office supply orders

### **Quinto Family**

**March 2009-June 2010**

- Provided full time childcare for three children ages 1-9
- Planned activities, managed schedules, prepared meals and provided transportation

### **Metaverse Corporation**

**November 2006- March 2009**

- Handled customer phone calls, placed orders, and provided solutions for customers
- Managed day to day administrative and clerical tasks

- Assisted with accounting by processing accounts receivable payments and making bank deposits via on site check scanner
- Processed payroll and managed detailed custom weekly payroll reports.
- Updated and maintained employee handbook and provided HR support to staff
- Received all order requisitions and checked stock prior to approving all orders
- Performed detailed inventory in two warehouse locations on a monthly basis

## Dodge City Auto

## December 2005 - April 2006

- Answered telephones and provided follow up calls
- Performed Data Entry
- Sorted and filed paperwork and invoices
- Trained new employees
- Managed scheduling for cashiers at two locations

## Education

## Camden County College

**January 2004-December 2005**

## Early Childhood Education

## Montclair State University

### September 2003-December 2003

## Early Childhood Education

## Haddon Township High School

### September 1999-June 2003

## Accomplishments

- Completed a certificate program in 2015 with Burlington County College covering various areas of HR management such as major federal employment laws (FMLA, ADA, ACA) as well as other areas such as recordkeeping, policy making, performance reviews and metrics and various other topics.
- Served on a planning committee with La Leche League of the Garden State from 2011 through 2014 to organize 3 annual statewide conferences. Provided support by creating an online registration form through a web-based provider, collected silent auction donations, promoted the conference through social media outlets, and shared input in all aspects of planning such as logo design, scheduling and pricing options.
- Facilitated a move away from a PEO in 2007 by obtaining a new payroll provider, new EIN, Workers' Compensation Insurance, Employee Health Insurance and other Human Resources and Administrative necessities
- I strive to continue learning and take advantage of training sessions whenever available and relevant. I have participated in seminars on topics of: Administrative Support, Human Resources, Managing Difficult People, Team building and others.
- Planned and executed several company parties and events within or under budget for Metaverse Corp, Animal Welfare Association and Advantage Supports.