

PHYLLIS DEMERSON

EXPERIENCE SUMMARY

Over 25 years administrative experience in private industry and federal government work environments. US DOE security Q clearance for five years. USDOE security L clearance since 2010. Subject matter expert in federal travel and payroll processes and regulations.

DETAILED EXPERIENCE

Financial Specialist – Longenecker and Associates

March 2015-present

Supporting DOE/NNSA/Office of Secure Transportation. Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for Agent Operations Central Command (Pantex Plant) federal employees. Perform clerical duties in preparing, maintaining and updating travel and payroll records and reports.

- Meet time sensitive deadlines entering data into the Automated Time and Attendance Payroll System, and ensure all required documents are attached for audit purposes
- Using the travel manager system, create and submit travel authorizations, create and submit vouchers, monitor travel vouchers for payment and print remittance notices
- Provide new hire travel and payroll training to federal employees
- Provide required protection for personal information in accordance with federal regulations
- File and maintain personnel files for timekeeping and travel reimbursements, perform office duties including typing, faxing, scanning/copying documents, shredding unclassified materials and labeling properly, preparing and distributing confidential emails
- Update weekly overtime reports
- Prepare monthly reports and complete special projects as assigned by management
- Provide quality customer service by focusing on customer needs and expectations; timely response to customers questions, requests and concerns

Travel and Payroll Specialist – Innovative Technology Partnerships

November 2009-March 2015

Supporting DOE/NNSA/Office of Secure Transportation. Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for Agent Operations Central Command (Pantex Plant) federal employees. Perform clerical duties in preparing, maintaining and updating travel and payroll records and reports.

Travel and Payroll Specialist – Wackenhut Services

October 2005-November 2009

Supporting DOE/NNSA/Office of Secure Transportation. Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for Agent Operations Central Command (Pantex Plant) federal employees. Perform clerical duties in preparing, maintaining and updating travel and payroll records and reports.

Aramark Services**2003-2005**

Supporting DOE/NNSA/Pantex Plant. Responsible for preparing meals as instructed by management and catering to customers with emphasis on food preparation and presentation. Stock food, condiments and supplies as needed to keep storage space organized; monitor proper temperatures for food storage, and ensure sanitization of utensils, equipment, storage and work areas.

Alexander's Diner**1992-2002**

Supervisory role. Responsible for hiring and training 12 employees, periodic evaluation of employees' job performance, and employee counseling. Managed payroll and daily records, including weekly operating reports. Authorized food and supply purchases from vendors. Upheld compliance standards for service and meal quality.

EDUCATION

Clarendon College (2000-2002) Concentration: Business Administration
DOE Basic Instructors Training Certification

ADDITIONAL SPECIALTIES

Microsoft Office; Concur Government Travel; Federal Automated Time and Attendance Payroll System (ATAAPS); Federally defined alternate work schedules and associated timekeeping: Compressed, Maxiflex, Gliding, and Flexitour schedules