

## **JESSICA RUDDER**

### **EXPERIENCE SUMMARY**

Over 8 years administrative experience in private industry and federal government work environments.

### **DETAILED EXPERIENCE**

#### **Financial Specialist – Longenecker and Associates**

**08/2017-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

#### **Executive Administrative Assistant – Vesta Holdings**

**07/2016-08/2017**

Data and order entry in SIUK database system for Harmony Beef Company. Accounts payables and receivables for Orion Protein, LLC. Transportation scheduling for Orion Protein, LLC. Personal assistant to company executives. Administrative duties for multiple companies owned by executives. Manage all travel arrangements for multiple employees.

#### **Scheduling Coordinator – Noble Energy**

**8/2015-07/2016**

Creating computer based training modules for business unit using Articulate Storyline, including recording voiceovers, and writing script. Provided classroom based training for 200+ employees. CMMS Scheduling Coordinator responsible for scheduling preventive, corrective, and regulatory maintenance on all locations using Oracle eAM, and Ventureforth. State emission data management.

**Administrative Assistant I – DCP Midstream****05/2013-08/2015**

Started with company in May 2013 as contract employee. Hired on directly with company in January of 2014. Administrative Assistant over two gas plants. Responsible for ordering parts/labor, creating requisitions, processing vouchers, and approving purchases using PeopleSoft. DOT compliance and record maintenance for the Weld County asset with completion of several Colorado Motor Carriers Association classes. Provided classroom based, and field training for Smith System Driving instruction for asset employees with company vehicle. Provided classroom based DOT compliance training for asset employees in DOT program. Customer Service and front desk responsibilities. Lost profit opportunity daily reporting. Northern Business Unit Reliability Council Member. Co-Chairman of the Environmental, Health, and Safety Committee. Planning and organizing annual events for 200+ people.

**Administrative Assistant I – Patel Enterprises****2013**

Payroll for Patel Enterprises, and Comfort Inn. Accounts Receivable via QuickBooks. Accounts Payable via QuickBooks.

**EDUCATION**

Colorado Christian University (2013-2014) Concentration: Business

University of Wyoming (2012-2013) Concentration: Agricultural Business

Montana State University - Billings (2011-2012) Concentration: Health and Human Sciences

**ADDITIONAL SPECIALTIES**

Microsoft Office; Concur Government Travel; Federal Automated Time and Attendance Payroll System (ATAAPS); Oracle, SIUK, QuickBooks, and Articulate Storyline