

MELANIE S. SHULTS

EXPERIENCE SUMMARY

30+ years of various working experience (8+ in the federal government environment), all of which has developed Ms. Shults' professional skills and helped build an outstanding personal work ethic exemplified by the respect and rapport maintained by her colleagues.

DETAILED EXPERIENCE

Current Job Title and Location: 03/15 – Present	Financial Specialist Longenecker & Associates OST AOEC – Oak Ridge, TN
11/09 – 03/15	Travel & Payroll Specialist ITP/OST AOEC – Oak Ridge, TN
01/09 – 11/09	Travel & Payroll Specialist WSI/OST AOEC – Oak Ridge, TN

Present Job Assignment and Duties:

- Review time sheets for correctness and enter data into appropriate system for processing (ATAAPS). Cross check payroll prior to payroll certification and submission.
- Using the travel manager system (CONCUR), (1) create and submit travel authorizations, (2) create and submit travel vouchers, (3) monitor travel vouchers for payment and print remittance notices upon payment.
- Log, record, and submit overtime reports each pay period.
- Prepare and distribute work around report each pay period.
- Prepare and distribute VA CERT report monthly.
- Provide briefings or training on time and attendance or travel procedures to federal employees.
- Provide clerical duties in direct support of section personnel.
- File and maintain Time and Attendance records.
- File, maintain, and distribution of Travel Authorizations, Vouchers, and Remittance Notice as documented in DOE Administrative Records Schedule.
- Ensure DOE Administrative Records Schedule is followed and adhered to.
- Perform general office duties to include filing, faxing, scanning, typing, record keeping, preparation and distribution of mail.
- Print/distribute timesheets for applicable pay period.
- Perform all activities and tasks in a safe and helpful manner.
- Serve customers (external and internal) by focusing on quality as it relates to the customer; anticipating/understanding customer needs and expectations; responding expeditiously to customer questions, requests, and concerns while satisfying customer needs and expectations.

RELEVANT PROFESSIONAL EXPERIENCE SUMMARY

Health Unit Coordinator (part-time employee) – Peninsula Hospital

01/08-11/15

- Responsible for transcribing medication orders and/or other patient information.
- Communicated admission/discharge orders to appropriate staff.
- Utilization of STARCLIN and MOTS.
- Provided PRN weekend coverage as court liaison.

Nursing Administration/Payroll Coordinator – Peninsula Hospital

12/98-01/08

- Responsible for overseeing payroll functions for 300+ employees.
- Reviewed and correlated payroll information from employee timesheets and entered data into KRONOS Timekeeper program.
- Responsible for resolving any discrepancies regarding total hours and/or missed time before pay period deadlines.
- Maintained confidential reports regarding salaries and employee annual evaluation information.
- Maintained on-going employee training/attendance records.
- Performed clerical duties including filing, typing, transcribing and distribution of memos.

Payroll Clerk – Olsten Staffing Solutions

11/97-06/98

- Responsibilities included collecting, calculating, and entering data from employee timesheets for payroll processing.
- Responsible for weekly transmission of employee electronic direct deposits and processing garnishments.
- Covered multi-line switchboard as needed and helped facilitate new employee orientation as needed.

RELEVANT EDUCATION/TRAINING

- Proficient in Microsoft, Excel, PowerPoint and Access
- Computer Concepts/Fall 2004/Roane State Community College
- Speech/Fall 2004/Roane State Community College
- Management & Supervisory Skills/Spring 2005/Roane State Community College
- Psychological Aspects of Management/Fall 2008/Roane State Community College
- Concepts in Travel/Temporary Duty (TDY) Travel/Federal Travel Regulations
- March 2-6, 2009 Oklahoma City, OK
- CONCUR Travel Program October 13, 2013