

EVA RICHARDSON

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OBJECTIVE: *To provide management utilizing appropriate methods and to provide firm but flexible interpersonal style to help ensure the effective and efficient flow of work throughout the company.*

WORK EXPERIENCE:

BAMACO, Inc: September, 2005 – Present

- Create and manage office work schedules/ hours and implement adjustments due to customer needs.
- Maintain high degree of organization in fast-paced environment requiring the ability to respond quickly to problems and requests as they occur.
- Proven ability to manage multiple projects/ tasks and surpass expectations by meeting aggressive deadlines.
- Responsible for handling Human Resource issues and employee problem resolutions.
- Negotiate the purchase of office supplies and office equipment in accordance with company purchasing policies and budgetary restrictions.
- Maintain a clean, professional and safe working environment by inspecting and scheduling maintenance, and ensuring that all office and warehouse equipment is properly accounted for and in safe working condition.
- Ensure participation of all associates in all corporate orientation and training programs.
- Maintain and update departmental policies and procedures.
- Manage and oversee administrative functions to ensure all paperwork is processed efficiently and in a timely manner.
- Research opportunities for improved services to clients.
- Maximize office productivity through proficient use of appropriate software applications.

- Plan and monitor daily staffing schedules and adjusts accordingly to ensure adequate staffing levels that support operational demands and business objectives.
- Review clerical and personnel records to ensure accuracy.
- Report to President of company handling all administrative duties including creating, developing, and maintaining Excel spreadsheets, maintaining and organizing filing systems, scheduling business appointments, handling phone calls, business correspondence, sorting mail, and purchasing.
- Handle ALL accounts receivables, accounts payables, data entry, invoicing, general bookkeeping, payroll, and monthly bank and credit card reconciliations.
- Responsible for executing payrolls timely and accurately.
- Monitored and controlled overtime and associates' absences.
- Certified in CPR and First Aide by the American Red Cross.
- Certified in FEMA's NIMS process.

- **JOBS COMPLETED:**

- **2008- Winter Ice Storms:**

- Del City, Oklahoma
 - Choctaw, Oklahoma
 - Mustang, Oklahoma
 - Moore, Oklahoma

- **2007- Winter Ice Storms:**

- McAlester, Oklahoma
 - Grove, Oklahoma
 - Marionville, Missouri
 - Buffalo, New York
 - New Orleans, LA – Hurricane Katrina

- **2005-2006 – Hurricane Katrina:**

- Gulfport, Mississippi
 - New Orleans, Louisiana
 - Mobile, Alabama

2005-2006 – Hurricane Wilma:

- Palm Beach County, Florida
- North Lauderdale, Florida
- Pembroke Park, Florida
- Sunrise, Florida
- Miramar, Florida

SHAW INDUSTRIES: 17 Years-June 1988-September, 2005

- Worked operating machinery (spinning machine, winder, twister, heat- set, packing, and shipping. Could run all jobs in the plant.
- Assistant- Supervisor for 8 years.
- Supervisor- Full Time 1 year. Communicated with employees about job requirements. Handled problems and situations that would arise in the Workplace. Completed required paperwork. Completed time-keeping for Payroll. Watched for safety violations and expressed a safe work-place. Administered first aid when necessary. Kept an open line of communication with Management.
- Certified in the operation of a Fork Lift and Squeeze Lift.
- Certified in Quality Control-Made sure our products were produce according to specifications.
- Certified in ISO9000 Procedures.
- Certified in Kronos Time-keeping.
- Certified in Transportation-- Doing required paperwork for loading and hauling of products .