

Lindsey M. Robison

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❖ EMPLOYMENT

- 2/2019-Current University of West Georgia
Accounting Assistant-Associate
- Provide accounting support for Account Payable by reviewing and processing invoices in PeopleSoft and Docuware
 - Review and process check requests
 - Enter purchase orders for payment
 - Maintain multiple spreadsheets of campus wide utilities, copiers and process them for payments monthly
 - Review and approve new vendor info in PeopleSoft
 - Work with purchasing and other departments for new PO's
 - Verify accounts payable balances and PO encumbrances at year end
 - Process and review ACH/Check payments
 - Proficient in Smartsheet
- 12/2014 – 12/2018 City of Carrollton, Georgia
Administrative Assistant – Parks and Recreation
- Compile, process and distribute monthly commission reports
 - Assist with bookkeeping and accounting tasks
 - Organize special events and activities
 - Provide administrative assistance to Director
 - Process departmental purchase orders and code invoices
 - Administer payroll, refunds/credits and handle all purchasing
 - Back-up support to data processing and secretarial staff
 - Generate morning financial, marketing and month end reports
 - Proficient in Microsoft Excel
- Awarded: GRPA 2018 Outstanding Administrative Support Staff
- 2/2011- 12/2014 Crayon Academy – Carrollton, Georgia
Teacher's assistant
- Aid in educational development of children and tend to basic needs
 - Supervise learning activities and children interaction
 - Developed good communication and interpersonal skills through parent interaction
 - Created daily lesson plans for activities
 - Redirected children to encourage safe, positive behaviors

- 2008-1/2011 Toledo Clinic - Toledo, Ohio
Office Assistant for Dr. Ahmed - pulmonology
- Completed patient intake and order forms
 - Assisted in patient and insurance billing
 - Prepared physician schedules and patient calendaring
 - Proficient in IC chart & AS400
 - Provided general secretarial assistance
 - Answered phones
 - Called in prescriptions for patients

- 2006-1/2011 Fashion Bug - Monroe, Michigan
Sales Associate
- Customer service/relations
 - Inventory

❖ **EDUCATION**

C.M.T. Technician
Blue Heron Academy – Troy, MI
Medical Massage Therapy
Advanced training in nature/psychology of pain
Therapeutic modalities – heat, cold, and vibration

Monroe County Community College
(2006-2007)

- ❖ **References available upon request**