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**