
BRENDA POSEY

EDUCATION

University of Central Florida, College of Arts & Sciences, Orlando, FL
Master of Arts in Liberal Studies, 2003

University of Central Florida, College of Arts & Sciences, Orlando, FL
Graduate Certificate, Domestic Violence, 2002

Valdosta State University, College of Arts & Sciences, Valdosta, GA
Bachelor of Arts, Sociology;
Minor: Criminal Justice, 1997

PROFESSIONAL EXPERIENCE

Jul 2005 – Present *University of Central Florida* *Orlando, FL*
Coordinator, Administrative Services

Monitor, control, and reconcile the department accounts with budgets that exceed \$1.1 million. Process hiring paperwork of PAFs and contracts for all the department employees. Approve Procurement Card charges, on-line Travel Authorization Requests (TARs), Purchase Orders and payroll in PeopleSoft Financials. Make departmental purchases using Procurement Card and Purchase Orders. Supervise an Office Assistant and student assistants. Monitor and control property purchased and owned by the department. Assist with textbook requisitions and travel reimbursements.

Oct 2002 – Jul 2005 *University of Central Florida* *Orlando, FL*
Administrative Assistant/Office Manager

Supervised 12 student assistants of Activity & Service Business Office and Student Government (SG) Ticket Center. Prepared hiring paperwork for all OPS employees for 4 departments of approximately 370 students and 30 full-time employees. Updated two Access Payroll Databases and reconciled payroll. Monitored salaries paid to SG Election Commissioners to ensure salaries did not exceed budgeted amount. Assisted accountants with purchases for clubs and organizations using Procurement Card.

Sep 2001 – Mar 2004 *Eckerd Drug* *Orlando, FL*
Cosmetician (Part-time)

Assisted with customer service, operated cash register, received payment of cash, debit or credit cards and checks. Performed price changes, unpacked stock shipments, and re-stocked shelves. Counted and balanced cash at end of shift.

Jun 2000 – Oct 2002 *University of Central Florida* *Orlando, FL*
Office Assistant

Processed payroll and distributed paychecks or stubs for approximately 30 employees. Scheduled travel and completed reimbursements for faculty trips and conferences. Assisted with and completed hiring paperwork for Visiting and Adjunct Instructors. Processed textbook requisitions, answered telephone, made copies, and type examinations.

May 1999 – Jun 2000 *Department of Revenue* *Orlando, FL*
Revenue Specialist II

Restricted

Jan 1998 – May 1999

Department of Children & Families
Public Assistance Specialist

Winter Park, FL

Conducted interviews to collect or update client household and financial information. Assessed client eligibility for Medicaid, Food Stamps, and Temporary Cash Assistance. Entered information into the eligibility determination system. Reviewed and evaluated case record material for changes of financial circumstances.

Jan 1995 – Dec 1997

Valdosta State University
Student

Valdosta, GA

Jul 1991 – Jun 1994

Health & Rehabilitative Services
Interviewing Clerk

Tampa, FL

Interviewed clients to assess the type of appointment or referral needed. Entered information from the Request for Assistance Form into the eligibility determination system. Scheduled client appointments for eligibility determination or re-certification.

Jul 1988 – Jun 1991

Health & Rehabilitative Services
Data Operator

Tampa, FL

Entered data from the Food Stamp Application into the Food Stamp Application Management System (FSAMS). Scheduled expedited, timely, and new application appointments. Performed inquiries and back-up or saves to diskettes.

Jan 1988 – Mar 1988

Florida Lottery Commission
Storekeeper I

Tampa, FL

Received, sorted, and verified stored lottery tickets, forms, equipment, and supplies. Issued supplies according to schedule and instructions. Coordinated the replacement of storeroom items and other supplies. Typed, filed, and copied reports.

Jan 1980 – Oct 1987

United States Air Force
Information System Operator/Equipment Monitor

Varied

Supervised midnight shift and managed the base payroll database. Operated mainframe computer console and peripheral hardware. Performed start-up procedures and recoveries when necessary. Processed incoming and outgoing telecommunication messages. Monitored and controlled composite tool kits and technical order manuals. Ordered parts for support equipment of aircraft. Cleaned, repaired, loaded, and unloaded aircraft support equipment.

Jun 1978 – Dec 1979

Santa Fe Community College
Student/Receptionist

Gainesville, FL

Typed, filed, and answered telephone.
Performed telephone surveys, made brochures, and copies reports.