

Mary K. Wright

Human Resources Assistant

Professional Skills & Accomplishments

- Track record of professional advancement based on proven capabilities, work ethic, professionalism, and enthusiasm.
- Maintained employee personnel files for up to 250 employees in 20 departments in different locations throughout Hillsborough and Manatee counties.
- 8 years as United Way Coordinator for annual United Way Campaign. Developed community relationships to secure donations and organize raffle drawings achieving 88% participation.
- Proficient in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint, and Publisher.

"Mary takes her job very seriously and she does an excellent job of making sure that all employee folders are complete, insurance is current, FDLE information is sent in a timely manner, job descriptions are accurate, etc. Mary is very organized, is always on time, will stay late and do anything that is asked of her without question."
- Justin Schwartz, President, Hillsborough County Disability Services

Relevant Experience

Human Resources Assistant – Hillsborough County Disability Services, Tampa, FL ▪ April 2001 – Present

- Process all new hire and termination paperwork in addition to payroll in the absence of payroll specialist.
- Maintain all personnel files (Level 2 background screenings, re-screenings, drug testing, etc.) ensuring their accuracy, completeness, and compliance for outside audits achieving numerous 100% audit scores.
- Track and coordinate all required trainings (CPR, First Aid, Bloodborne Pathogens, etc.) for compliance.
- Oversee Employee Benefits Package and collaborated with agent representatives.
- Created Orientation Series detailing history, benefits overview and program summaries for new hires. Employee satisfaction increased to 95% while turnover decreased to 5%.
- Communications Task Force committee member specializing in emergency preparedness.
- Chief Editor for quarterly agency newsletter.

Receptionist – Hillsborough County Disability Services, Tampa, FL ▪ January 2000 – April 2001

- Answered busy switchboard and directed calls to appropriate departments and staff. Prepared and distributed all incoming and outgoing agency mail.
- Greeted all visitors and maintained guest register while providing clerical and document management support, via computer and fax for 20 departments.

Data Processing Clerk – Hillsborough County Disability Services, Tampa, FL ▪ June 1996 – January 2000

- Maintained employee files and accounting records via computer.
- Input financial and business transaction data from source documents for services rendered.
- Coordinated voucher system and tabulated charges for approximately 150 clients.
- Completed computer processing of General Ledger transactions and assisted with accounts payable/receivables. Prepared billing for private pay, insurance, and Vocational Rehabilitation.
- Prepared statements, insurance forms, and end of month reports. Collected on accounts.

Cashier/WIC – Citrus County Public Health Department, Orlando, FL ▪ September 1992 – March 1996

- Maintained administrative files and completed data entry of records for new and transferring clients.
- Issued WIC checks for clients after ID verification and scheduled appointments.