

LINDSAY BUSH

HUMAN RESOURCES & PAYROLL SPECIALIST

CONTACT

RECIPIENT

Hiring Manager
Houston, TX

Dear Hiring Manager,

I am writing to express my interest in the Human Resources & Payroll Specialist position. I am a self-motivated and progress-driven HR Professional with a demonstrated track record and successful background in this industry, that I believe will bring value to the company.

As a Human Resource Specialist with 7 years of experience in the industry, I have become highly adept at handling various responsibilities by prioritizing my tasks, establishing clear deadlines and finding creative solutions to eliminate obstacles. My experience has equipped me with the necessary tools to succeed in this position:

- Recruitment
- Utilizing HRIS Applications
- Processing Payroll, Multi-state/International
- Handling terminations & onboarding new employees
- Implementation of benefits
- Creating transmittals/RFPs, sending out test data, utilizing geotechnical platforms, MS office, Outlook

While I am grateful for the opportunities afforded to me in my prior position, I am ready to embark on a new career path that offers new challenges for me to put my skills to use. I am a quick study with a dedication to keep learning and improving on what I know. Being highly organized and detail-oriented makes it easier to manage my own time for the success of the team.

Thank you for your time and consideration. It would be a pleasure to speak with you and discuss this opportunity in detail. I look forward to hearing from you soon.

Sincerely,

Lindsay Bush

Lindsay Bush

Professional Summary

Experienced trained professional seeks employment with a company that will allow me to use my diverse skill set and knowledge base acquired from exposure to various positions assisting business owners with data entry, filing, excel spreadsheet analysis, sorting inventory, tagging, scanning, and organizing merchandise. Results-oriented administrative professional who is organized, efficient, and highly skilled in Microsoft Office, word processing, switchboard phone systems, point of sale systems (cash registers), iPhone payment attachments, and other tasks in the corporate office or warehouse.

Skills: Mac/Microsoft Proficient, Scanning/Encoding, Tech Savvy, Strong Organization Skills, Works well under pressure, Building Rapport, Database Management, Fast Learner, Accurate, and Detailed. CPR certified; NCI+/Seizure Management Certificate; Licensed Driver (good record-no infractions); exceptional communicator across organization, Reliable transportation; Payroll, Spreadsheets

Work History

November 2022 - Present Rigid Tactical Virginia Beach, VA

Payroll & HR Assistant

- Resolve daily HR problems such as time-off, payroll deductions
- Ran payroll for two company codes using ADP Workforce now
- Assisted with regulating and implementation of insurance policies, also terminations of benefits, lead insurance briefings.
- Onboarded new employees and assisted with documentation, responsible for all new hires
- Created and distributed offer letters and assisted with terminations
- Assisted with End of the Year tax document distribution

November 2019 - May 2023 GeoTechnical Innovation PLLC Chesapeake, VA

HR Manager

- Managed a server database with company information, Created and maintained Excel spreadsheets, Scheduled trainings and maintained certifications for employees, answered office calls, completed bi-weekly payroll through ADP, Created RFPs for VDOT submittal, Implemented a new electronic system using Adobe, Managed company bills and bank accounts through Quickbooks; device troubleshooting in office. Opened/Closed the entire office on a daily basis, Managed time sensitive lab data and submitted from accredited AASHTO laboratory. Managed daily schedules for employees and directed them where clients needed them in the field.
- Switched the company over to a digital platform using tablets and spreadsheets to complete daily reports, maintained inventory and updated regularly, office upkeep, implemented insurance proposals and provided the company with insurance for employees. Manage daily meetings with consumers while supervisor was in the field, built personal relationships with staff and clients, Implemented trainings/onboarding for new employees, managed and created personnel files, daily errands for the owner/company.

Summer 2018 - December 2022 Crandells Enterprises Raleigh, NC

Executive Assistant to the CEO

- Managed an internal database with sensitive information, Created and maintained Excel spreadsheets, Scheduled appointments for clients and staff, answered office/client calls, weekly payroll through Paychex, Created calendars and business plans for the month;
- Saved over \$25,000 implementing new process, maintained inventory and updated regularly, calculated and distributed funds to clients, built personal relationships with staff and clients, assisted with documentation for facilities and clients, Conducted trainings and Orientation for new employees, created training schedules, managed and created personnel files, Office upkeep, and errands for the CEO.

Fall 2016 - June 2018

Various Clients

Missouri City, TX

Childcare Provider/Personal Assistant

- Managed small household on weekends; organized boxes in a garage; sorted paperwork
- Responsible for the children of various clients; provided transportation, care and well-being to and from different activities as well as in the home; responsible for keeping the environment clean and safe;

January 2016 - September 2017

Emperors Cut

Cypress, TX

Executive Assistant

- Answered client calls; received mail; managed employees files; managed company compliance and helped apply for certifications and certificates.
- Booked travel arrangements and corresponded with hotels on behalf of the company
- Assisted with monthly bills
- Assisted with processing and sending out Online orders

Summer 2015

Optimization Labs

Houston, TX

Front Desk Assistant

- Answered client calls; received mail; sorted and filed boxes and purging old records
- Data entry; Spreadsheet reconciliation of monthly expenses

Education

Old Dominion University 2020-present; Currently pursuing my Bachelors in Psychology.

Virginia State University 2018-2020; Currently a student athlete, playing basketball, Psychology major with a minor in Public Health.

Ridge Point High School; date of Graduation May 2018; Completed senior year, 3.4 GPA, Scholar Athlete, Girls Basketball Program, Varsity Starter,

- **Awards and Honors:** History Honors; Fort Bend 1st Team All District; Highest Double-Double Player award – Ridge Point; Highest Blocker- Ridge Point; Honorable Mention Rebounds- Ridge Point

References Available upon request