

MICHELLE M. MCKIRCHY

248 Cardinal Lane

Paducah, Kentucky 42001

270.331.2533

SUMMARY:

Successful, quality-minded, detail oriented, well organized professional. Creative thinker demonstrating excellent skills in verbal and written communications and customer relations. Self-motivated, multi-tasking worker who never fails to achieve goals and objectives.

PROFESSIONAL EXPERIENCE:

December 2015-Present TVA Shawnee Fossil Plant and TVA Cumberland Fossil Plant - AECOM / PDS Technical Services, Inc., Houston, Texas

Payroll Administrator

- Process payroll: following proper procedures - review timesheets, docking, keying, balancing with Deltek Costpoint System daily and formerly with Oracle Payroll System
- Daily and weekly reporting functions
- Maintained all craft employee records in Oracle, update union rates, upgrade apprentice rates, classification changes
- Coordinate and process new hires, E-Verify/I-9 Database, WCSS TVA Security
- Maintain gate logs, enter all new craft employees in database, assign and activate FOBs
- Maintain a professional working relationship with all union halls through telephone and email correspondence
- General office duties as needed, daily use of Microsoft Outlook, Word and Excel

January 2013-December 2015 Summit Environmental Services, Inc., Kevil, Kentucky

Project Manager

- Asbestos air monitoring which includes traveling to job sites, setting up equipment, preparing daily summary sheets/time logs, invoice information, detailed data sheets
- Analyzing air samples using the NIOSH 7400 Method – mounting slides, reading samples under a microscope, recording data, mathematical calculations
- Daily/weekly paperwork including log book for mileage, expense reports
- Train new employees in any and all aspects of air monitoring and paperwork

Office Assistant

- Proof all paperwork submitted by technicians for correct spelling and mathematical calculations of air monitoring field studies
- Data entry of results into computer to produce booklets/reports for clients
- Process samples brought to the office – fill out chain of custody forms and prepare shipping labels if necessary
- All general administrative duties including answering the phone, faxing, copies, filing

July-December 2012 Pilgrim's, Hickory, Kentucky

Procurement Clerk

- Process requisition forms daily with complete information and attachments to create all purchase orders, blanket purchase orders, add-on orders through SAP system
- Daily monitoring of the on-line system, obtaining appropriate approvals for restricted items prior to order releases, processing of on-line orders, sourcing items as necessary, resolving order errors
- Track and process all order confirmations through SAP system, attach all corresponding materials
- Run various reports, scan materials and forms, email and/or fax documents
- Assist Procurement Specialist with various administrative duties
- Use of Microsoft Office with an emphasis in Excel and Word

2008-2012 Sun Publishing, Paducah, Kentucky

Director/Account Executive

- Supervise employees, approve time sheets and submit for payroll approval, schedule and approve vacations, provide employees with changes/updates on benefits and all other work related information
- Responsible for maintaining files, orders, shipping, tracking and delivery information
- Responsible for monthly billings of all clients, preparing purchase orders, maintaining spreadsheets
- Approving invoices, accounting, budgeting of expenses and revenue
- Knowledge and use of basic office programs including Photoshop, InDesign, Microsoft Word and Excel
- Proficient on Macintosh and PC platforms
- Research and gather information to prepare quotes and submit to clients
- All duties outlined below as Account Executive

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2003-2008 Sun Publishing, Paducah, Kentucky

Account Executive

- Professional liaison for current clients in respect to all marketing and promotional materials
- Copy or scan materials for client approval
- Gather information for monthly and bi-monthly publications
- Extensively proof all materials for pricing, spelling, punctuation errors for a variety of client publications and advertising promotions
- Market special print jobs to existing clients and prospect new clients
- Various administrative duties including answering phones, filing client correspondence for each publication, filing all necessary office documentation, maintaining an organized collection of past publications and organize and maintain current art files

2001-2003 JR's Executive Inn, Paducah, Kentucky

Sales Office Manager

- Sales and promotion of area convention center to a wide variety of clients
- Assist clients with planning all aspects of functions, meals, meetings, seminars, reunions and large conventions
- Enter all events, including specific details, into computerized system used throughout the hotel
- Creating and distributing weekly reports to all departments and attend weekly meetings to discuss upcoming events
- Use of basic computer programs including Microsoft Word
- Perform administrative duties on a daily basis including filing, answering phones, distributing memos and mail within the department, assisting with walk-in clients
- Supervise employees, schedule and approve vacations, assist in employee reviews and evaluations

1991-2001 AmeriSource Corporation, Paducah, Kentucky

ECHO Support Representative

- Coordinate and implement travel to all states serviced by Paducah division which included the following: installation of software, computer setup, extensive training and phone support of ECHO software
- Maintain travel logs: vehicle mileage, gas usage, expenses
- Coordinate and supervise the promotion and sales of services to prospective clients
- Present and demonstrate prospective sales of computer software and the ECHO program for large groups
- Maintain, file, organize all records and contracts of existing accounts
- Responsible for monthly billings, completing paperwork and submitting reports to other departments
- Log data/serial numbers on new computer systems when they arrive
- Maintain daily call logs, documenting problems and solutions

EDUCATION:

Murray State University, Murray, Kentucky

Degree: Bachelor of Science December, 1990

Major: Public Relations

Major: Political Science

SPECIAL TRAINING:

Summer 2015 40 hour Hazwoper Class

10 hour OSHA Class

RAD and RAD II Training

GET Training

CAT Training

Spring 1990 Special Class Project - Advanced Public Relations

- Served as public relations assistant for the American Red Cross one full semester

Spring 1990 Special Class Project - Writing for Public Relations

- Produced a visitor's guide on an area state resort park

1989-1990 Academic Editor - *The Shield*

- Served as special section editor for Murray State University's yearbook
- Responsible for layout and design of pages, photo assignments and proof reading copy