

Terry Langford

Home: (xxx) xxx-xxxx 112 Monroe Street Mount Cyn, NY 10021 Email: sample@verizon.net

Formal Credentials

Master of Science in Human Resources Management August 2005
Graduate Certificate in Training and Organizational Development December 2003
Rochelle College 424 Ellword Drive Teaver New York

Bachelor of Science in Business Administration May 1988
Lucerne College Post Office Box 970 Teaver New York

Computer Skills

Microsoft Word, PowerPoint, Excel, EPIC, Navinet, KRONOS, Advance Outlook, PeopleSoft, SAP, OOPS, Front page

Experience

Temporary Receptionist/HR Assistant September 2007-January 2008
Edie Cummons Staffing 118 Stevenson Boulevard New Kensington New York

Thermal Arms Industries, Inc 600 Burly Court Elanville New York

Receptionist work shifted to HR Assistant responsibilities. Maintained office operations and fluency. Listed Job Postings, profiled applicants, scheduled interviews and administered "ruler tests". Maintained weekly payroll for temporary employees. Generated and distributed UPH Reports to VP and Management Team. Created Purchase Requisition Order spreadsheets for Maintenance Department. Recovered, updated and maintained I-9 Forms backlogged from January 2007 until the completion of the temporary assignment.

Hostess/Cashier May 2007-August 2007
Loggian Inc 2750 Touris Road Albapa New York

Greeted Customers in the cafeteria and worked register

Temporary Associate January 2006-September 2006
Edie Cummons Staffing 118 Stevenson Boulevard New Kensington New York

Merr Drug 315 Hanley Way Hallowville New York

Entered invoices for the Account Payable Department and sorted mail

Training Specialist II December 2000-October 2005
MRT Health Systems 340 Lawrence Street Teaver New York

Trained new hires in the functionality of EPIC Hyperspace. Developed and revised training logic to meet the need of the Registration Department. Facilitated information to staff and partnered with supervisors to report core competencies of staff performance. Taught Medicare, New York Medical Assistance, Highmark, MRT insurances and HIPPA Guidelines.

Graduate Internships

Consultant June 2007
Lainer Frame Inc 6020 Pearson South Teaver New York 15206

Prepared a need analysis for the client then aggressively searched for billing software to compliment the needs of the small business. With the approval of the client, integrated the new operational software to their existing system and trained staff on the upgrade.

Communication Auditor August 2002
University of Teaver Medical Center - Patient Billing Services Department
340 Lawrence Street Teaver New York

Developed case analysis to address the communication patterns of the Front-Line Supervisors, Middle Managers and Staff in the patient Billing Service Department. The analysis was limited to 100 employees and recommendations to improve communication efforts were reported to Management.