

COLLEEN M. MAY

317 North Avenue, Apartment #1
Council Bluffs, Iowa 51503
(269) 503-1416 cell/text
colleenm0314@yahoo.com

OBJECTIVE:

An administrative position that utilizes my experience of over 15 years in the accounting and human resources area.

EDUCATION:

Davenport University, Kalamazoo, Michigan
Bachelors Degree in Business Administration - 2006

Kalamazoo Valley Community College, Oshtemo, Michigan
Associates Degree in Liberal Arts - 1988

Centreville High School, Centreville, Michigan
High School Diploma - 1986

WORK HISTORY:

Plattsmouth Community School District (4/2010 – Present)
www.pcsd.org

Human Resource Manager

- Process payroll and maintain a complete and systematic set of payroll records for the district
- New employee orientation and paperwork
- Responsible for preparing W2's
- Quarterly reporting
- Prepare and maintain health, dental, vision, life and LTD benefits forms for all employees
- Assist employees with insurance questions and problems
- COBRA
- Responsible for Workers' Compensation claims, reports, and OSHA reports
- Reports directly to the Superintendent of Plattsmouth Community Schools

Volt Employment Group/SAIC (9/2009 – 3/2010)
www.saic.com

Accounting Analyst

- Monthly Accruals
- Reconciling Balance Sheet Accounts
- Journal Entries
- Reported Directly to the Business Manager

St. Joseph County Intermediate School District, Centreville, Michigan (2/1999 – 7/2009)
www.sjcisd.org

Assistant Business Manager - Colon Community Schools (8/2007 – 7/2009)

- Oversees the daily tasks of the Financial Assistant
- Performs yearly evaluations of the Financial Assistant
- Completed the software conversion for both the financial and payroll systems - ran dual software programs for 3 months during this software transition
- Manages the accounts within the district budget
- Reconciling of bank accounts

- Assist with how to reduce costs throughout the district
- Provide financial reports and various other reports to the Board of Education and Superintendent
- Integrated ways to reduce the number of non-scheduled payrolls
- Assist the Financial Assistant with ways to reduce payroll errors by using a check in balance method and procedure book
- Completes all Quarterly and Annual reporting
- Report directly to the Business Manager with the St. Joseph County ISD and the Superintendent of Colon Community Schools

Financial Assistant - St. Joseph County Intermediate School District (7/2002 - 8/2007)

- Process payroll and maintain a complete and systematic set of payroll records for the district
- New employee orientation and paperwork
- Responsible for preparing W2's
- Quarterly reporting
- Prepare and maintain health, dental, vision, life and LTD benefits forms for all employees
- Assist employees with insurance questions and problems
- COBRA
- Reconciling of bank accounts
- Responsible for Workers' Compensation claims, reports, and OSHA reports
- Prepared information for Michigan Outreach Quarterly Claims for the ISD and local districts
- Reported directly to the Business Manager with the St. Joseph County ISD

Business Office Assistant - St. Joseph County Intermediate School District (2/1999- 7/2002)

- Process accounts payable and maintain a complete set of payable records for the school district
- Process purchase orders
- Entry and posting of journal entries
- Entry and posting of revenue's received
- Prepare employee contracts
- Prepare employee summer contracts
- Tax Levy/Spread Request
- Maintain checkbook balances of all accounts
- Reported directly to the Business Manager with the St. Joseph County ISD

Accounting Assistant - Continental Linen (1/1997 - 2/1999)

- Responsible for all functions of accounts receivable
- Posting of daily payments, COD deliveries, and daily driver route balancing
- Assist Controller with week close and month end
- Reported directly to the Controller

Accounting Assistant - SSG LaserWorks (1994 - 12/1996)

- Responsible for invoicing
- Handled all daily deposits
- Collections
- Salesman commissions
- Upkeep/update of customer database
- Payroll
- Accounts Payable
- Assist Controller with month/year end
- Oversaw accounting department during Controller's maternity leave
- Reported directly to the Controller



January 27, 2010

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Colleen Miazga who was employed at the St. Joseph County ISD between the years of 1999 and 2009.

Colleen was an exemplary employee of this district. She was hired as the Business Office Assistant, promoted to Financial Assistant, and then promoted to Assistant Business Manager. As Colleen was promoted twice indicates the type of employee she was to the district. Her expertise in many different areas made her a valued employee for our organization.

Working with Colleen I have observed her outstanding work ethic, her creativity, knowledge to solve problems, and she always went the extra mile to put in many long hours in order to complete the task and to excel in her position. Colleen was trustworthy, conscientious, diligent, friendly, and followed through on what she said she would do. She was well-liked and respected by staff, fellow co-workers, county business managers, and administrators.

I have also witnessed Colleen using skills in supervision, motivating staff and co-workers, planning and budgeting, reviewing issues from all sides and making a decision, and the ability to accurately communicate with others.

I would not hesitate to employ Colleen and know that she will be an asset in any setting. If you have further questions please feel free to contact me at 269-467-5344.

Sincerely,

Kelli R. Dechnik
Business Manager

Board of Education

Barbara Niblock *Sally Boeschstein* *Robert Tronary* *Michele Bush* *Elizabeth O'Dell*
President Vice President Treasurer Secretary Trustee

Administration

Barbara Marshall *Terry Collins* *Kelli Dechnik* *Dodie Ravcraft* *Jay Ravcraft* *Rick Roper*
Superintendent Maintenance Business Director of Director of Technology
Manager Manager Manager Instructional Leadership Special Education Manager



Michigan School Business Officials

✓
pers. file

1001 Centennial Way, Suite 200, Lansing, MI 48917-9279

Phone: 517.327.5920

Fax: 517.327.0768

www.msbo.org

March 30, 2006

Superintendent Jay B. Newman
St. Joseph County ISD
62445 Shimmel Road
Centreville, MI 49032

Dear Superintendent Newman:

On behalf of Michigan School Business Officials it is my pleasure to inform you that Colleen Conkle has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the School Payroll Specialist. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

I hope that you will join us in celebrating Ms. Conkle's accomplishment. You may wish to inform your district's board of education and or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please call me.

Sincerely,

Thomas E. White
Executive Director

TEW/dak

Colon Community Schools

400 Dallas St.
Colon, Michigan 49040
269-432-3231



Home of the Magi

July 15, 2009

RE: Letter of Recommendation

Dear Reviewer:

This letter of recommendation is for Ms. Colleen Miazga, our school's assistant business manager hired through the St. Joseph County Intermediate School District. Ms. Miazga has worked for me for two years as our business manager. Despite six of the last seven years with no budget increases or cuts to our budgets from the state, Ms. Miazga has effectively studied the budget and presented me with quality suggestions for cuts. She has made updates frequently as we studied more options and compared possibilities.

She has been challenged this year by the change over to a new financial accounting package and training her financial assistant to this new package. Ms. Miazga has increased her hours spent on the job and her own productivity to meet the extra demands on her to continue our business operations until everything was functioning properly. Despite these challenges she has faced, our auditor reports for each year of her tenure have been the highest possible audit we could achieve. Her experience in the public and private sectors has been very valuable to me and definitely worthwhile for any sector.

I am reluctant to write this letter because I hate to see her go. She is very well respected and appreciated by our staff. However, I also understand that given the poor economic forecasts which our state continues to endure her desire to better position herself is understandable. If I may be of further assistance to Ms. Miazga, or you in your deliberations, please do not hesitate to contact me at 269-432-3442.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lloyd A. Kirby'.

Lloyd A. Kirby
Superintendent