S H A W N

B E L L

P R O F E S S I O N A L P R O F I L E

**SB**

**C O N T A C T**

**T E L E P H O N E**

**803.920.4117**

**E M A I L**

**iamshawnbell@yahoo.com**

**L I N K E D I N**

**LINKEDIN.COM/IAMSHAWNBELL**

**A R E A S**

**O F**

**E X P E R T I S E**

**PAYROLL**

**LEADERSHIP**

**ACCOUNTS PAYABLE + RECEIVABLE**

**EFFECTIVE TIME MANAGEMENT**

**TEAM BUILDING**

**GRAPHIC DESIGN**

**CUSTOMER SERVICE**

**HOSPITALITY MANAGEMENT**

Creative self-starter with an innate passion for hospitality and training others. Collection of transferable skills from a diverse background in Accounting, Hospitality, and Non-Profit Operations.

C A R E E R H I G H L I G H T S

**ACCOUNTING**

* Review and manage multi-state and -city payroll reports
* Manage organizational finances with Quickbooks and Microsoft Office
* Maintain multiple bank account records, reconcile accounts, and maintain Chart of Accounts
* Process payroll for over 1200 Managers and employees through Paylocity
* Upload and enter payroll General Ledgers into multiple accounting software, such as M3 and Quickbooks Desktop
* Coordinates payroll, accounts payable, and accounts receivables for 150 accounts through accuracy and timeliness
* Process all employee wage, employment, and general verification forms
* Calculate, enter, and process all quarterly bonus payments
* Approve and update all direct deposit requests
* Conduct weekly payroll tip audits for over 35 restaurants and hotels

**MANAGEMENT AND OPERATIONS**

* Manages all daily operations, including opening and closing procedures, scheduling, and inventory
* Train, supervise, and coach employees to ensure operational needs and financial objectives are met
* Responds to and handles complaints, requests, and overall negotiations
* Managed social media profiles, newsletters, and primary email accounts for several companies that resulted in a 75% increase in reader interaction

**BANQUET AND EVENT PLANNING**

* Proposed and implemented projects and programs that increased visibility and resource availability to poverty-stricken communities
* Plan events and meetings using multiple systems to generate Banquet Event Orders, contracts, and invoices
* Coordinates on-site private dining, banquet, and catering events by closely monitoring group room blocks, food and beverage, and public meeting spaces to achieve repeat business

**SB**

**E D U C A T I O N**

**Western Governors University**

**2018 – 2021**

**Midlands Technical College**

**2006 – 2008**

**C E R T I F I C A T I O N S**

**Basic Life Support (CPR, FIRST AID, AED)**

**2019 – 2022**

**ServSafe Certified**

**2018 - 2022**

P R O F E S S I O N A L E X P E R I E N C E

* **Assistant Front Office Manager** at *Kiawah Island Golf Resort*
	+ July 2020 - Present
* **Lead Auditor** at *Hilton Hotels and Resorts*
	+ 2015 - 2020

* **Front Desk Manager** at*The Palmetto Social Club*
	+ 2014 - 2015

* **Assistant Community Manager** at *Southern Community Services*
	+ 2012 - 2013
* **Front Operations Manager** at *Blue Marlin Restaurant*
	+ 2011 – 2012
* **Assistant Manager** at *California Dreaming Restaurant*
	+ 2002-2011

*\*Held Numerous Part-Time and Volunteer Positions during Employment Gaps\**

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C O M M U N I T Y A N D V O L U N T E E R

P R O J E C T S

**Committee Chair**

Junior League

Charleston, South Carolina

**Volunteer**

Harvey B. Gantt Center

Charlotte, North Carolina

**Membership and Event Coordinator**

701 Center of Contemporary Art Museum

Columbia, South Carolina