

TO HACM

Felicia Beamon

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Objective: To attain vacant seat on the City of Milwaukee Housing Authority Policy Board.

AREAS OF EXPERIENCE

Correspondence
Typing 50 wpm
10 Key by Touch

Multi-line Phone
Purchasing Office Supplies
Bookkeeping

Inventory Control
Travel Arrangements
Appointment Scheduling

Microsoft Office Suite
Payroll A/R and A/P
Collections

Office Management

DEPARTMENTAL SUPPORT/EXECUTIVE TEAM MEMBER

- Collaborated with team members on a disciplinary contract for 6 branches in Milwaukee
- Performed with a team organizing membership data for 1500 members
- Worked with team to plan and execute Retirement/Staff Appreciation party
- Provided administrative management to support staff of 25 permanent staff, approximately 150 volunteers, and 12 summer staff.
- Collaborated with team in annual United Way Fundraising Campaign

PROFESSIONAL CORRESPONDENCE/PRESENTATION MATERIAL

- Compile information and wrote 15 monthly reports submitted to Administrative offices
- Coordinated with county officials in completion of community service documents for 15 individuals, resulting in improved facility support
- Research and compile information to gain qualification for Child Care Food program, resulted in Club providing 18,000 meals annually
- Wrote donor letters to raise funds for annual social events, resulting in Club receiving funds and materials to provide social activity for 6 clubs.

BRANCH OFFICE/DATA MANAGEMENT

- Manage employee records for initial employment set-up for new hires
- Provide government employment documents for community members
- Prepare biweekly payroll for up to 17 full and part-time employees
- Maintain confidential personnel files
- Maintain and audit KidTrax computerized system for branch
- Handle banking transactions and reconciled statements
- Post entries into sales journals and general ledgers
- Purchased and inventoried office supplies

WORK EXPERIENCE

1999 to present	OFFICE MANAGER/DATA MANAGER MEMBERSHIP SECRETARY Boys & Girls Clubs –Greater Milwaukee Milwaukee, Wisconsin
1998	SERVICE REPRESENTATIVE, LTE Channel 10/36 Milwaukee, Wisconsin
1997 to 1998	OFFICE SUPPORT Curative Rehabilitation Service Wauwatosa, Wisconsin

EDUCATION

Computer and Office Clerical Training
Certificate
Master Services
Milwaukee, Wisconsin

High School Equivalency Diploma
Milwaukee Area Technical College
Milwaukee, Wisconsin

CERTIFICATION

CPR Training, 2002
CPI Training, 2002
Child Abuse, 2002

Work Permit Officer

SEMINARS AND WORKSHOPS/ COMMUNITY SERVICE

Current Resident Council Chair –Highland Park Family
Air Borne Disease Seminar
Wally World Employee Workshop (Boys & Girls Clubs)
Probable Cause Workshop
Camp Registration Training
Land of Lakes Professional Association
New Professionals Association
Handling People with Diplomacy and Tact
Supervisory Documentation

References Available Upon Request