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Rebecca L. Michelsen

I am a corporate operations manager with applied business and organization experience. I am looking for a company that would benefit from my 40+ year work history that includes payroll administration, human resources, business management, employee management, customer service, intercompany public relations and accounting. Most of my experience comes from the oil and gas industry and most currently the fuel distribution industry.

Employment History

Human Resource Manager, Payroll Administrator
Accounts Payable and Receivable

Petroleum Express, Incorporated – Houston, Texas 2013 – 2018

Duties as the HR Manager with Petroleum Express included orientation and training of new employees. Benefit Management that included enrolling all benefits when eligible. I educated employees on all company policies as they entered the company or left the company. This included education concerning COBRA procedures for employees exiting the company. Creating detailed documentation on all aspects of the hiring process and worked closely with management to develop an Employee Policies Handbook for the company.

Responsible for keeping all personnel files to include I-9 files compliant. Answer all employment verification notifications, and served as witness for employee disciplinary actions and terminations. When short term disability claims arise, I was responsible for ensuring that health claims for disability were submitted properly, and worked with employees to assist in ensuring procedures were followed to expedite benefit awards. Maintain contact with employees while on short term disability to ensure they return to full-time employment with the company to help mitigate workman's compensation claims. Complying with garnishment request to make sure deductions and payments are made accordingly.

Duties in processing Payroll include sending new hire information to a 3rd party accounting service for posting into QuickBooks. Exporting QuickBooks and Intellifuel Data Base information into an Excel payroll file, where miscellaneous pay information such as PTO or missed pay from prior week is entered into the new payroll week's workbook. Final product is sent to the 3rd party accounting service to process directly through the bank. Keeping track of accrued PTO and other payroll deductions where applicable.

Duties of Accounts Payable include entering and scanning all bills into QuickBooks, scheduling, printing, and distribution of weekly invoice payments. With Accounts Receivables, I was responsible for handling and deposits through the company On-Line Banking portal. I also have experience in applying payments in QuickBooks.

Outside from these daily responsibilities, I also supported management with overflow of projects from my supervisor; the VP of Business Development, whereby I communicate directly with current clients and potential clients regarding company procedures and abilities to provide fuel.

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Manager, Payroll, A/P and A/R

Nativity Women's Health and Birth Center, The Woodlands, TX

2012 – 2013

Duties include office manager, bookkeeper and insurance biller for small Birth Center. Payroll and bookkeeping was supported by QuickBooks. Insurance billing was supported by MediSoft. Responsible for payroll, accounts payable and receivable. Payroll involved set up of new employees, documentation and compensation. Knowledge of full cycle payroll from set up to year end was required and I was responsible for quarterly reporting and payments as well as year-end W2s, W3s, 1099 and 1096 reporting and payments.

Payroll and Accounts Payable

Jetta Management, Conroe, TX

2001 – 2012

Part-time flexible employment for small bookkeeping company involved in Charitable Bingo which easily worked into my schedule during evenings, early morning and weekends. Required to handle all payroll and accounts payable using EasyACCT. I made journal entries, and did bank reconciliations in Excel. Payroll taxes processed through EFTPS and online quarterly TWC reports and payments were my responsibility.

Business Owner / Operator

GeoSurvey Systems, Inc., Conroe, TX

1997 – 2018

Day-to-day co-management of domestic USA and international geophysical services & consulting business, which included assisting with business development & marketing, proposal writing, and all aspects of employee / sub-consultants management. Created detailed documentation on all aspects of employee hiring process, developed an Employee Policies Handbook, client required HSE documents, and Project Execution Plans. Utilized QuickBooks for accounting and payroll, and handled all aspects of employee hiring procedures to include management of international contract employees. Responsible for all Quarterly Reporting of Form 941 and TWC, Year End procedures, W-2s, W-3s and 1099s, 1096s.

Operations Manager – Purchasing & Human Resources

Oyo Geosciences Corporation, Houston, TX

1993 – 1997

Worked closely with President, and executive management team to develop and implement start-up business & operations plans for a new Oyo Geosciences expansion for domestic and international marketing and sales of geophysical products. Responsible for purchasing, employee relations, and customer accounts. Assisted with overseas equipment procurement and general business activities. Heavy emphasis on customer service and employee relations.

Payroll Administrator

Oyo Geo Space Corporation, Houston TX

1987 – 1993

Sole Payroll Administrator for up to 250 employees in a manufacturing environment. Payroll processing was handled through ADP. I worked with an administration support team to manage payroll taxes, employee garnishments, standard company deductions, and quarterly payroll tax filings.

Education

2012 – Completed CPP course through the American Payroll Association in San Antonio, TX.

1998 – Our Lady of the Lake University

Bachelor of Arts Degree – Business / Human Resource Development

1994 – North Harris Community College (Now Lone Star College)

Associate of Arts Degree

Skills

Payroll tax filing through EFTPS

TWC quarterly reporting online

Journal Entries to balance General Ledger

Bank Reconciliations

Year End processes – W-2s, 1099s

Microsoft Outlook

Microsoft Excel

Quick Books

Payroll and accounting software and processes

Professional Organization Memberships

American Payroll Association

Houston Chapter APA

American Notary Association – Commission Expires April 2021.