

Mary Jane Luther
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PROFESSIONAL SUMMARY

A bilingual, detail-oriented and organized professional with a high degree of resourcefulness and integrity, along with a clear focus on responsibility and self-direction. Over 25 years of experience in office administration that can be applied in improving a company's profitability. Seeking a position where my excellent analytical and interpersonal skills can be utilized.

EDUCATION

Texas A&M University-Corpus Christi
Bachelor of Business Administration

Corpus Christi, Texas
Expected: May 2020

Coastal Bend College
Associate's Degree in Accounting
Associate's Degree in Business Technology

Beeville, Texas
May 2016
May 2016

WORK HISTORY

Texas A & M University, Corpus Christi, TX
Work-Study – Accounts Payable & Procurement Department August 2017 – November 2017
(Temporary: Fall 2017 semester work assignment)

- Assist with mail and scan invoices to Accounts Payable
- Perform daily general office duties and procedures assigned by Assistant Director
- Maintain confidentiality of department records

Coastal Bend College, Beeville, TX
Part-time Student Services Clerk (Seasonal) June 2017 – July 2017

- Maintained confidentiality of student records in compliance with the Family Educational Rights and Privacy Act
- Directed students to appropriate departments & resources, maintained the SSC computers and screened routed calls appropriately & professionally
- Performed daily general office duties and procedures assigned by the Executive Dean of Student Services Administrative Assistant
- Ensured student registration through maintaining using Excel spreadsheet in contacting students for preliminary information

TRIO Talent Search Administrative Assistant (Seasonal) May 2016 – August 2016

- Collected staff time sheets on a weekly basis for Director's review and signature before delivering to Business Office Payroll for processing
- Maintained confidentiality for securing student files, financial and staff records; and inventory of supplies
- Recruited students into TRIO program by supplying information via telephone, website link or in person within specific guidelines to include parent participation and involvement
- Attention to detail in composing, typing and proofreading materials and review of data
- Coordinated recruitment itinerary for department by scheduling travel, lodging, and events

Business Office Work-Study Student

September 2013 – May 2016, January 2017

- Accommodated student requests regarding student accounts for payment, statements and collections
- Handled fundamental aspects of financial recordkeeping including accepting and recording payments on student accounts, and issued employee checks with proper identification
- Met and greeted general public by providing information at the service counter and answering phones
- Responsible for mailing out collection notices with statements to customers
- Prepared promissory installment contracts for students to review, sign and pay their negotiated installment payments as per the college payment policy, as well as made collection calls to students regarding their promissory installment contract for payment
- Responsible for daily entry, copying, faxing and filing of invoices

Live Oak County Courthouse, George West, TX

February 2012 – October 2015

PCT#1 Court Clerk

- Attended court proceedings, typed complaints, correspondence, forms, reports and various legal documents; and accepted payments and issued receipts for fines and fees due the court
- Had regular contact with general public, various state and local government agencies, attorneys, Sheriff's department, and other county officials
- Handled confidential situations and information, as well as proactively establish priorities, multitasked and met deadlines and responsible for maintaining secured court records
- Managed accounts payable & accounts receivable accounts
- Made bank deposits and compiled end-of-month reports for County Auditor records, and reconciled monthly bank statements
- Maintained policies and procedures, provided inventory support, court docket calendar, and travel coordination of meetings/conferences
- Prepared and posted daily to customer accounts; bank deposits and receipts of money; monthly financial reports; monthly reports on customer outstanding invoices; and monthly, quarterly and yearly budgets

RELEVANT SKILLS

Accounting: Accounts receivable/payable, payroll, job cost analysis, federal income tax

Office Skills: Cash handling, data entry, ten-key calculator, typing – 80 wpm, calendar maintenance

Software: Microsoft Office Applications – Excel, Outlook & Word, Chart Script, FAMIS, Laser Fiche, Meditech, PowerPoint, POISE, QuickBooks, SAGE, Peachtree

Soft Skills: Communication, leadership, teamwork, problem solving, organization, cultural competence

Languages: Bilingual (English/Spanish)

HONORS AND ACTIVITIES

Phi Theta Kappa

February 2016

VOLUNTEER SERVICE

VITA (Volunteer Income Tax Assistance)
Coastal Bend College, Beeville, TX

Tax Season 2016 and 2017

OTHER EXPERIENCE:

George West Independent School District, George West, TX
Substitute Teacher (PRN)

October 2011 – May 2012

The Shepherd's Community Health Center, George West, TX
Medical Receptionist/Secretary

Jan. 10, 2006 – Oct. 20, 2006

Office Team (Temp Service), Corpus Christi, TX <i>Gulf Breeze Apartments – Leasing Agent</i> <i>APAC – Recruiter</i> <i>Bracewell & Patterson – Receptionist</i>	August 2004 – March 2005
Christus Spohn Shoreline Hospital, Corpus Christi, TX <i>Laboratory Venatech II/Phlebotomist</i>	April 2003 – February 2004
TDCJ – McConnell Unit, Beeville, TX <i>Correctional Officer II</i>	January 1999 – December 1999
Christus Spohn Beeville Hospital, Beeville, TX <i>Transcriptionist – Medical Records</i> <i>Venatech II/Outpatient Registration–Laboratory</i> <i>Coordinator–Cardiopulmonary/Respiratory</i>	August 1994 – January 1999
R. D. Bellows Law Office, Three Rivers, TX <i>Legal Receptionist/Secretary</i>	August 1993 – August 1994