

OLIVIA BALZER, CB, PHR, SHRM-CP
Gaithersburg, MD / 703-862-0128 / olivile77@hotmail.com

PROFESSIONAL EXPERIENCE:

OLBN, INC, Rockville, MD

March 2008 - Present

Accounting / HR / Office Manager

- Provides executive-level support to Principals and Project Managers with the ability to provide ideas and suggestions to improve the productivity of the company.
- Creates financial spreadsheets on a bi-weekly and monthly basis to track firm's performance.
- Manages firm finances by preparing budgets, forecasts and various weekly/quarterly performance reports including Works with QuickBooks Pro / QBTime.
- In charge of bookkeeping, AP, AR, and weekly/monthly financial reports.
- Prepares the reconciliation of bank, credit cards, and other accounts on a monthly basis.
- Manages project controls of contracts and task orders.
- Manages HR function in terms of recruiting, hiring, compensation and out-processing in accordance with Federal, State and Local laws and regulations.
- Manages and prepares the internal processing of employee timesheets, payroll, and coordination with Third Party Payroll twice a month.
- Develops HR policies and procedures and update employee handbook and documentation to comply with Federal, state, and local employment regulations.
- Manage firms' benefits program.
- Performs annual performance reviews of support staff and recommend increases to management when warranted. Manages personnel records and HR documentation.
- Provides support in the contract administration of federal government projects such as GSA, WMATA, NIH, and other private companies.
- Manages the setup and closing of subcontractors' agreements, developing files per project/subcontractor, and keeping close track of developing of financial status of projects.
- Manages firms' small business/state/county certification renewals.
- Assists with project management efforts including attendance of project meetings and generation the contribution reports, schedule of contracts, and other documents.
- Assists in the review of contract requirements, special provisions, terms, and conditions to ensure compliance with appropriate laws, corporate policies, and business procedures.
- Assists in the review of solicitations and preparation of response for proposals, bids, and contract modifications. Communicates with owners, on-site management, maintenance personnel, tenants, and vendors to ensure quality performance of all properties.
- Provides general administrative support including filing, budget management, reception of incoming calls, inventory, typing of letters/memos/etc, purchase of supplies, maintain files, oversee general office appearance, and repair issues and other administrative responsibilities.

HLTB Consulting Engineers, Fairfax, VA

May 2007 – Feb 2008

Administrative Assistant

- Provided executive level public relations support to Principal and Project.
- Managed timesheet records, by-weekly payroll, and payment of taxes to IRS and states accordingly.
- Managed personnel records and HR documentation.
- Used QuickBooks Pro 2007 for bookkeeping, including payroll.
- Created financial spreadsheets to summarize the company's incomes and outlays (Excel).
- Processed weekly expense reports using Excel and QuickBooks Pro to reflect supporting documents.
- Developed formats for company's advertisement (Microsoft Word and Excel).

EDUCATION:

Strayer University

Bachelor's Degree in Business Management— 2008-2010

- ✓ GPA: 4.00. Summa Cum-Laude
- ✓ Elected to The National Society of Collegiate Scholars

Northern Virginia Community College

Associate's Degree in General Studies /Communications— 2005-2007

- ✓ GPA: 4.00.
- ✓ Elected to Phi Theta Kappa Academic Honor Society

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SKILLS:

- Microsoft Office: Excel, Word, Adobe, Power Point, Outlook, Microsoft Teams, QuickBooks Pro, Spanish Fluent Speaker/Writer, Translator, and Interpreter.
- Problem Solver/ Multi- tasking/Team Player / Organized / Self-Motivated/ Self-Efficient.
- Excellent Organization Skills with ability to prioritize tasks and work under deadlines.

CERTIFICATIONS/OTHER:

- Certified Bookkeeper - CB -# 03656 (*AIPB*)
- Professional Human Resources- PHR- #600470493 (*HRCI*)
- SHRM-CP (*SHRM*)
- Notary Public of the State of Maryland
- Certificate in Financial Essentials (*HRCI*)
- Certificate in HR Ethics (*HRCI*) (*Ongoing*)

MEMBERSHIPS:

- Member of American Institute of Professional Bookkeepers # 002713012.
- Member of Society of Human Resource Management

OTHER:

- *Continue Professional Development to keep Professional Certifications.*