

Sydina R. Williams

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Professional Summary

- Extensive experience in the areas of accounting, administrative support and information technology implementation support.
- Ability to work independently as well as to work effectively within a team environment.
- Results-oriented work ethic with a disposition to initiate and develop office support processes and initiatives.

Work Experience

Williams Administrative Services Business Support Specialist

Various Locations
2016 - Present

- Small business bookkeeping: post transactions, bank account reconciliations, payroll input, accounts payable, 1099 preparation, management reporting and accountant/third party interaction as needed
- Create email and regular mail marketing and information distribution pieces (bulletins newsletters, calendars and event registrations)
- Generate and update forms and procedures

Grace United Methodist Church Church/Financial Secretary

Natchez, MS
2021 - 2023

- Bookkeeping: post transactions, bank account reconciliations, payroll input, accounts payable, 1099/W2 preparation, management reporting and accountant/third party interaction as needed
- Support daily office operations:
 - Answering phones, routing information, greeting guests, calendar/meeting/email management/coordination
 - Coordinate vendor/staff interaction to facilitate events, repairs/maintenance
 - Create email marketing and information distribution pieces (bulletins/newsletters/website updates events calendar)
 - Generate and update forms and procedures

Clarion Suites Front Desk Clerk

Vidalia, LA
2020 - 2020

- Cash drawer reconciliations/night audit reporting
- Interact with hotel guests/input reservations
- Address concerns/relay pertinent information to the appropriate staff

Simon Public Relations Group Administrator

Philadelphia, PA
2008 - 2015

- Bookkeeping: post transactions, bank account reconciliations, payroll input, accounts payable, management reporting and accountant/third party interaction as needed
- Employee onboarding and termination responsibilities

- Support website content and transition of timekeeping system
- Review of new business opportunities and generation of contract/certification documentation
- Document and update procedures/website content
- Assist with client deliverable and events

David Ferleger, Esquire
Executive Assistant

Jenkintown, PA
2015 – 2017

Bala Cynwyd, PA
2004 - 2008

- Answering phones, routing information, greeting guests, calendar/meeting/email management/coordination
- Coordinate vendor and tenant/staff interaction to facilitate repairs/maintenance/document archiving
- Commercial tenant invoicing, rent collection/deposits/payment due tracking, lease renewals/changes in tenancy
- Support for completion/submission of new investment management client paperwork/calculations
- Generate and update procedures

Verizon

Specialist Treasury Operations

Philadelphia, PA
1999 - 2003

- Submitted unclaimed property to all states
 - Reviewed reports before escheatment and returned funds to corporate subsidiaries when appropriate
- Supported transition from mainframe to desktop multi-business entities expense management system
 - Investigated/refused payment on suspected fraud items on payroll and accounts payable checks presented for payment via Positive Pay
- Bank reconciliation supervision and approval (accounts payable and payroll)
 - Engaging with other departments to clear items being carried on reconciliations
- Departmental budget liaison

Professional Affiliations

- American Institute of Professional Bookkeepers Member
- QuickBooks Online Pro Advisor
- Former Pennsylvania and North Carolina Notary Public

Skills

- QuickBooks Desktop and Online, Xero, Financial Cents, Bill.com
- Microsoft Office, Google Suite
- Mailchimp, Constant Contact, Wix
- Asana, Trello, Click Up, Zoom

Education

- **Temple University**, Fox School of Business – BS International Business
- **Community College of Philadelphia** – AS Administrative Sciences