

Kelley L. Gilroy
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Objective:

To obtain position, involving working with others, using acquired people and management skills.

Summary of Qualifications:

Solid background in all areas of office management, executive level administrative support, customer service, office automation, protocol, human resources management, fiscal accountability, payroll and records management. Also, journal entry, bank reconciliation, accounts payables, accounts receivables, month end and year end reports, marketing, inventory, mail, banking and petty cash.

Managed and co-managed retirement homes for over two years, with happy residents and staff.

Seasoned worker, in the areas of private, not for profit, government and military sectors.

Manage own areas with minimum guidance or supervision, proven self-starter, works well under stress, very able to multi-task.

Strong people skills.

Trained and experienced in addressing diversity issues.

Expert in records keeping and research.

Computer experienced in many applications, ten-key, fax, multi-phones, copiers and general office equipment.

Enjoy working on special projects.

Experience Highlights:

Have managed a retirement community for one and one half years and co-managed another community for over one half year. Have successfully maintained or increased occupancy despite economics and expected move-out issues. Currently 91%. Have stayed within budget in all controllable categories. Have been able to make significant landscape and building improvements within budget. Most importantly are appreciated by residents, family members and staff alike.

Directed accounting support operations for seven offices, for the American Red Cross, as it's largest busiest military complex outside Continental U.S., to include granting of loans and support, general ledger, payroll, accounting and fund raising. Computerized manual system of accounting.

Managed, maintained and ran payroll for over 1,300 personnel on a bi-weekly basis, including records keeping and tax reporting for the City of Wichita Falls, TX. Also, responsible for the city's asset management records and back up of other accounting personnel of payables and receivables.

Directly involved in choice, set-up and implementation of million dollar plus computer system conversion for the City of Wichita Falls, TX.

Have been office manager for two sites for propane company, to serve commercial and residential customers.

Performed personnel management, functions to include hiring, training, scheduling, work assignments, setting standards, performance appraisals, feedback, promoting, workman's compensation and FMLA issues and terminations.

Education and Training:

Associates degree in accounting with high honors and Student of the Year.

Numerous training in computers and social issues, throughout career.

Volunteer management, Red Cross Instructor, religious education instructor and church ministry.

Certified Adult Literacy Instructor.

Employment History:

Hawthorn Retirement Corporation (used to be Holiday Retirement Corporation April 29 to present.

Holiday Retirement Corporation, Assistant Manager, Plano, TX, January 2007 to July 2007. Boise, ID, Manager, July 2007 to April 18, 2009.

Accounting and administrative assistant for CC Construction, July 2004 to January 2007.

Office Manager and District Customer Service Representative, Ferrellgas, Grand Prairie, TX and Waxahachie, TX, September 2000 to July 2004.

Manager, Capitol Loans, Wichita Falls, TX and Waxahachie, TX, March 1998 to September 2000.

Code Officer, City of Wichita Falls, TX, November 1997 to March 1998. (Moved)

Payroll Manager/Accounting, City of Wichita Falls, TX, November 1995 to November 1997. Position no longer exist with new accounting system re-alignment.

Accountant/Administrative Assistant, Rariden and Rariden, CPA. Wichita Falls, TX, December 1993 to December 1997.

Accountant, American Red Cross, Kadena Air Force Base, Okinawa, Japan, August 1989 to November 1992. Moved back to U.S.

Volunteer Chairperson, Instructor, Volunteer, American Red Cross, Kadena Air Force Base, Okinawa, Japan, November 1988 to November 1992.