**Anita Rogers**

**HR, Staffing, Recruiter, Operations Manager, Sales Support**

White House, TN 37188

garv0907@gmail.com - 615-946-6988

**Work History:**

**Regional Operations/Sales Coordinator**

Trillium Drivers, Nashville, TN – October 2020 – present

Manage 30 Sales Reps
 Provide Leads, Contacts
Corporate Training for 48 branches

HR/Payroll Transition to new Payroll program for 8 branches

Reconcile/Audit billing/payroll for 5 branches

CRM Database Management for 48 branches

**Administrative Assistant**Autow NationaLease, Nashville, TN – November 2017 – October 2020

Sales Support for 5 Sales Reps, 3 Offices

First POC

Marketing

Organize and Maintain Swag

Manage All Supplies for 3 Offices

Account Payable

Payroll
Accounts Receivable

Reconciliation for 2 accounts

NationaLease Reconciliation for Invoice Payments
Manage Rental Lot
Assist Credit Dept in Running Credit History

**Accounting/HR**

Quikrete – July 2016 – September 2017

Office Management

Accounts Payable

Accounts Receivable

Collections

Human Resources – Recruiting/Onboarding

Sales Support

**Assistant Operations Manager**

InStream, LLC - Nashville, TN - October 2011 to June 2016

Manage & conduct orientation and training for all departments

Bid & contract fulfillment

Manage 40+ temporary and full time employees in data entry center

Control staffing and scheduling for 2 shifts

Sales support for 6 corporate salespeople

Database administration and data entry for Marketing and Sales departments

Create & maintain updated sales reports and bottom line reporting

Write & maintain policies and procedures

HIPPA Compliance Officer

Human Resources

**Contract Manager**

AllPro/StaffNet - Nashville, TN - June 2010 to October 2011

Recruit and hire professional and technical job positions; Project Managers,

Graphic Designers, IT professionals, RNs, Physicians, Psychologists, CNAs, Sitters, Engineers, Plant Managers

Manage and schedule 200+ employees at out-of-state VA hospital

Manage and schedule 25+ employees at in-state VA hospital

Maintain and control all certifications

HIPPA Compliance

Manage office staff of 6-10 employees

Contract management

Manage and staff HHA client

Implement and manage VRE contracts in 3 states

Customer service for servicing and maintaining clients

**EDUCATION:**

**Business Management**

Middle Tennessee State University - Murfreesboro, TN

1993 to 1996

**English/Math**

Middle Tennessee State University

**ADDITIONAL INFORMATION:**

Leadership, Consulting, Organizational Development, Operations & Administration

- Human Resources Administration and Management for large groups of employees

- Healthcare Leadership and Experience

- Medical Billing and Coding (HCA Medical Service Center)

- Marketing Leadership and Experience

- Education Leadership & Experience

- Customer Service Start up and Operations

- Public Speaking

- Multi-tasker

- Task-oriented

**SPECIALIZED SKILLS AND QUALIFICATIONS:**

- Database Administration

- Data Entry: 15,500 kph with high level of accuracy

- Strategic Planning, Best Practices, Tracking and Measuring Outcomes

- Administrative and Policy Development and Execution

- Compliance, HIPAA, OSHA, EEO/AA

- Vendor Management and Selection, Proposals & Contracts (Promo Marketing)

- Performance Evaluations and Improvement Plans

- Employee Relations, Labor Relations, Grievances, Hiring, Terminations

- Staffing, Placement, Orientation, Retention

- Performance and Salary Administration

- Benefits - Medical, 401K

- Workers Compensation, Unemployment, and Company Insurance Implementation

- Job Analysis, Descriptions, Classification

- QB, Payroll, Systems Administration

- Marketing, Communications and Publications

- Advanced Microsoft Office, Outlook, Adobe, Quickbooks (10+ years)

- Typing 90+ WPM