

# JANIE ROBBINS

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## ADMINISTRATIVE PROFESSIONAL

Passionate about education and learning. Combine this passion with the business and finance work experience to obtain a career which would utilize all three. Specialties include organizing and planning events, public speaking, budget preparation, business plan writing, excellent on follow up and enjoy attending business socials. Board member of various organizations (Health Care Credit Union, Randolph Communities in Schools and Guilford Cooperative Extension). Proficient in public speaking through participation with Toastmaster International. Possess strong written communication skill. Excellent skills in handling multiple tasks with the ability to prioritize in order to meet deadlines. Proficient with computer programs: Word, Excel, QuickBooks and PowerPoint.

## EXPERIENCE

**Volunteer**, Guilford Education Alliance, Greensboro, NC, 2009 – current

Called & followed up with potential participants of the 2009 Education Summit. Created packets for attendees. Helped set up for the event & attending the day of the event.

**Volunteer**, Triad Job Search Network, Greensboro, NC, 2003 – current

Organized & coordinated the "Speed Interviewing" workshop for November 3, 2009. Promoted this event by being interviewed with Joy Stream which was aired on Cable TV Channel 8. Awarded Networking Certification Level I - Transition Specialist in 2003. NOTE: Membership is only 1 year & 1 month because of obtaining full-time positions. Also attended weekly meetings which included a variety of job searching topics.

**Information Technology Facilitator**, Guilford County Schools, Greensboro, NC, 2008 – 2009

Developed relationships with parents, a key to the student's success in the classroom. Motivated students to prepare for the NCDesk Computer Skills test (scores increased 15% over prior year). Taught Word Processing, Spreadsheet, Multimedia, Database, Telecommunication, and Societal/Ethical Issues. Created lesson plans. Examples: Business Project using the software learned, a PowerPoint Project about their middle school experience and used the floor tile to create a spreadsheet for student to learn by playing a game. Inspected the school's computers operating ability. Organized and maintained webpage for Information Technology.

**Business Counselor**, Small Business Technology Development Center (SBTDC), Greensboro, NC, 2004 – 2008

Assessed client's needs and maintained effective partnering relationships with the clients and the public. Organized and coordinate training programs. Promoted programs by being interviewed with WLXI TV 61 about SBTDC's events. Coached UNCG marketing students who were preparing a marketing plan for SBTDC's business clients. Received award of Business Mentor from UNCG. Client was nominated for the SBA Small Business Person of the Year and was used as a success story in SBTDC's annual report. Each year attended two professional development seminars to maintain the 40 hours of required Continuing Education. Over a period of two years taught part-time at community colleges in the area of Business and Accounting. Completed Leadership for Nonprofit Excellence with the Greensboro Chamber of Commerce in 2004. Computer skills: PowerPoint, Excel and Word.

**Volunteer**, Randolph Community in Schools, Archdale, NC, 2005 - 2007

Developed business relationships with board members & the local community. Participated in annual fundraiser. Served on the Public Relations Committee. Engaged in performance evaluation of the Executive Director.

**Volunteer**, Guilford Extension Program, Greensboro, NC, 2005 - 2008

Attended monthly meetings and political events held by NC Cooperative Extension Service.

Taught "ESI: Discover the E-Scene" (Entrepreneurship) for 12-14 years old, after attending a day training session.

**Volunteer**, Health Care Credit Union, Greensboro, NC, 2004 - 2008

Held Officer position of Secretary for 4 years. Attended monthly meetings & met with auditors on the annual audit. Volunteered at social events (Members Annual Meeting and Employee's Benefit Enrollment) held at Moses Cone Health Systems. Engaged in performance evaluation of the Executive Director.

**Management Accountant**, Moses Cone Health Systems, Greensboro, NC, 1998 – 2003

Managed state and federal grants reimbursement for the AHEC Teaching Program of \$4 million (Total funding of \$11 million). Analyzed monthly variances and advised department managers of issues. Prepared and monitored budgets for 38 cost centers. Organized and handled conversion of manual fund accounting system to computer, which resulted in reducing monthly report preparation time from 10 hours to 15 seconds. New reporting system provided management team with cost effective skills to better manage the AHEC teaching program. Once a year for four years attended team building seminars. Completed the Moses Cone Leadership Development Program in 2003. Computer skills: SRC, Excel, Lawson, Word, PowerPoint & Access.

**Billing Research Clerk**, Moses Cone Health Systems, Greensboro, NC, 1997 – 1998

Served as interim Business Office manager for 8 months with one employee to supervise. Managed daily office operations. Prepared monthly Medicare/Medicaid electronic and private customers billing. Upgraded manual financial systems and participated in team coordinated effort to convert to total computer software system. Computer skills: Word Works (word processing & spreadsheet).

**Administrative Assistant/Bookkeeper**, Bell House, Inc., Greensboro, NC, 1995 – 1997

Being a self-starter was an asset since this position involved human resources issues, finance/accounting, payroll and fund accounting duties. Organized and managed daily office operations. Coordinated all financial activities, including tax reports, accounts payable and Medicaid billing. Prepared Labor Cost Report for grant reimbursement. Installed NC Medicaid software and implemented reimbursement database that resulted in an immediate increase of income (\$44,500). Medicaid billing is still receiving annual income. Computer skills include Word, Excel & Quickbooks. Periodically served as Supervisor managing two employees.

**Full Charge Bookkeeper**, Sentry Home Mart, Greensboro, NC, 1992 – 1993

Organized duties to priority. Processed monthly customers billing, maintained inventory records, process monthly vendor payments, calculated/created weekly payroll and prepared daily deposits. Computer skills were CAK Accounting, Word Perfect and Lotus.

**Volunteer**, Greensboro Jaycees, Greensboro, NC, 1991 - 1993

Chairperson of "Share of Knowledge" (Awarded 1<sup>st</sup> Place in Recognition of Chapter Programming in International Involvement), "Multiple Sclerosis Fundraiser", "Time Management", "Cut-a-thon" & "Write Up" projects. Developed professional relationships while volunteering on other committees such as "Easter Egg Hunt", "Hearts at Work", "Adopt-a-Highway", "March of Dimes" & "Safety Town". Attended monthly membership meetings. NOTE: Awarded Jaycee of the Month, October 1991.

**Volunteer**, Vandalia Presbyterian Church, Greensboro, NC, 1990 -1992

Served 2 years as President of the Women's Circle (3 groups). Organized & conducted monthly meetings, recruited members to volunteer as committee chairwoman for different projects. Created yearly "member list" booklet with updated addresses & phones and birthdays.

**Sole Proprietor**, The Salon, Greensboro, NC, 1987 - 1992

Developed business relationships with the Greensboro Jaycees, Greensboro Chamber of Commerce and Greensboro Merchant Association to attract customers. Created and distributed promotional materials designed for attracting clients. Monitored inventory and ordered needed supplies. Analyzed, reconciled, balanced and maintained accounting records; developed budgets and sales reports. Overseen all facets of the daily operations.

## EDUCATION

**Master in Business Administration with a Concentration in Accounting**, High Point University

**Master of Arts in Teaching Business Education (6 semester hours)**, North Carolina A & T State University

**Bachelor Science in Business Administration and Economics**, High Point University

**Liberal Arts**, Davidson County Community College

**Accounting (24 semester hours)**, Guilford Technical Community College, Alamance Community College & UNCG

**Cosmetology**, Guilford Technical Community College