

Martha Nick

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PENSION ANALYST

Pension Analyst with 10 years of experience in the retirement plans service industry. Demonstrated strengths in data reconciliation, processing quarterly and/or annual income and balance statements and completion of government tax forms (1099-R) within the timeframe outlined by the IRS.

EXPERTISE

- Distribution Processing
 - Hardship Processing
 - Retirement Plan Accounting
 - Computer Proficiency
 - Proficiency with 10 Key
 - Data-Entry Functions
 - Reconciliation of Financial Statements
 - Regulatory Compliance based on IRS guidelines
 - Continuous Process Improvement
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Core Strengths

High ethical standards in all work performed
Dependable and conscientious
Strong analytical and problem solving skills.
Fast learner who quickly incorporates and implements new procedures.
Cheerful and helpful with customers and colleagues.

EMPLOYMENT HISTORY

PLYBON & ASSOCIATES, Greensboro, NC 1999-2010

Pension Analyst/Assistant Retirement Plan Services

- Processed information for retirement plans such as payroll, distributions, hardships and loans, as well as asset allocations for the valuation of plans.
- Processed eligibility requirement for entry and change dates along with providing any participant that met eligibility requirements.
- Operated computers programmed with (Relius) software to record, store and analyze information.
- Complied with federal and state regulations for reporting of distributions, hardships, etc.

SYSTEL OFFICE AUTOMATION CORPORATION, Greensboro, NC 1994-1999

Inventory Control Clerk/Receptionist

- Kept track of equipment and supplies needed for sales and service.
- Ordered equipment, supplies and other items as needed for the office/branch.
- Assisted sales people with preparing sales quotes and presentations.

WVU CHEMISTRY DEPARTMENT, Morgantown, WV 1990-1994

Stockroom Clerk

- Organized and maintained supplies for student labs.
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EDUCATION

Bachelor of Science, Biology with a minor in Chemistry, Salem College, Salem WV