

JAMIE HOPPER

OBJECTIVE

Career where I can utilize my skills in payroll, benefits, FMLA, EEOC, Labor Laws, I-9 reporting, e-verify, Budgeting, Auditing, Insurance Benefits, Work Compensation

EXPERIENCE

2010-2014 Airborne Masonry, LLC Phoenix, AZ

Owner/ Office Manager

- Accounts Payable, Receivable
- Project Coordination/Management, (Contract Review and compliance- Insurances, Pre-Liens, Estimate vs. Actual review/reporting, Submittals submissions and compliance, and more.)
- Payroll- Quikbooks, Certified Payroll (David Bacon Wages)
- ICE Audit
- Taxes
- Insurances
- Reimbursements
- Bookkeeping
- Active Board Member in local industry related association, Arizona Masonry Contractors Association.
- Record Keeping/ retention
- Advertising
- HR
- General IT support

2006-2010 Carlson Masonry, Inc. Tempe, AZ
Human Resources, Controller Assistant, Purchasing Agent

- Payroll- ADP Pay eXpert 300+ employees
- Annual censuses
- Assist Controller
- Purchasing
- Reception
- 401k enrollments
- Labor Law Compliance- FMLA, EEOC, E-Verify, I-9 reporting, Safety
- Process and oversee Workers Comp claims.
- Benefit enrollments
- Record audits, record keeping and retention
- Host and/or organize Company functions and meetings.

2004-2006 Four Sons Apache Junction, AZ
Cashier

- Customer Service
- Cash Transactions

2001-2004 Bank of America Mesa, AZ
Teller Coordinator

- Open and/or close banking center.

- Audit all internal and external Banking transactions.
- Teach Federal Regulations.
- Over see teller transactions
- Promote, Create and Entice “Team Spirit”
- Customer Service
- Fraud Monitoring and prevention

EDUCATION

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|-----------|------------------------|-----------|
| 2002-2003 | Mesa Community College | Mesa, AZ |
| ■ | Advanced Algebra | |
| ■ | American Sign Language | |
| 1992-1996 | McClintock High School | Tempe, AZ |
| ■ | Yearbook Journalist | |
| ■ | Advanced English | |
| ■ | Advanced Algebra | |

INTERESTS

Computers, IT, Psychology, Sociology, Writing, Research, Puzzles

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