



TRACEY HIGGINS

HR/Administrative Manager

EDUCATION

Messalonskee High School
Oakland, Maine

TRAINING AND CERTIFICATIONS

Advanced in Excell & Word
Microsoft Access
Mental Health Awareness
SHRM Member
Mental Health Awareness
Customer Service
Conflict Resolution
Meyers Briggs
CPR/First-Aid
Notary Public – State of Maine

YEARS' EXPERIENCE

35

Human Resources responsibilities include on boarding, transitioning, and exiting employees. Assist employees with corporate policies and procedures, company benefits, personal leaves, injuries, workers compensation, and labor law inquiries.

Office Administration responsibilities include managing payroll, accounts payable and accounts receivable functions, ensuring accurate timely record keeping, sales tax compliance, maintain W9 files, analyzing data, receiving and posting payments, problem solving and, finding solutions. Works closely with our business partners to safeguard against inaccuracies to our financials while maintaining good relationships with our customers, sub-contractors and vendors. Works closely with Project Managers to submit timely accurate monthly requisitions to customers and maintain reconciled job budgets and sub-contractor billings. Conducts month-end and year-end general ledger account verifications.

Professional Experience

Performance Food Group – Augusta, ME
Payroll Specialist

Augusta Fuel Company – Augusta, ME
Office Administrator

R.S.U. 18, Messalonskee School District – Oakland, ME
Lead Administrative Assistant

Evergreen Dental Associates – Augusta, ME
Administrative Assistant

Central Maine Power Company – Augusta, ME
Commercial Account Executive
