**Dawn Collins**

1809 Simpson Creek Dr, Loris, SC 29569  
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(843) 429 1764

**Professional Summary**

Trustworthy, dependable, responsible Personal Assistant with 5 years of experience providing ongoing support to a notable CEO within the technology industry.  Dedicated, tireless professional with a keen ability to maximize both time and business efficiencies.  Well-organized with in-depth technical knowledge and keen attention to detail.  
Assisted my husband in his start up business for 14 years programs used Excel, QuickBooks necessary to complete tasks in this self employment business, kept regular office hours, great at troubleshooting, goal oriented.

**Employment history**

Corporate Administration, Telstar. Surfside Beach, SC

Apr. 2005 – Sep. 2018

* Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
* Process paperwork for new employees and enter employee information into the payroll system.
* Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
* Compute wages and deductions, and enter data into computers.
* Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
* Process and issue employee paychecks and statements of earnings and deductions.
* Process and issue employee paychecks and statements of earnings and deductions.Compile employee time, production, and payroll data from time sheets and other records.
* Issue and record adjustments to pay related to previous errors or retroactive increases.
* Keep informed about changes in tax and deduction laws that apply to the payroll process.
* Bookkeeping entry in QuickBooks
* All Government compliance ie Taxes submission, SCDEW etc.
* Insurance Audits preparation

Head Grower, Rambo Nursery. Dallas, GA

Aug. 1999 – Mar. 2004

* Manage nurseries that grow horticultural plants for sale to trade or retail customers, for display or exhibition, or for research.
* Identify plants as well as problems such as diseases, weeds, and insect pests.
* Tour work areas to observe work being done, to inspect crops, and to evaluate plant and soil conditions.
* Apply pesticides and fertilizers to plants
* Select and purchase seeds, plant nutrients, disease control chemicals, and garden and lawn care equipment.
* Position and regulate plant irrigation systems, and program environmental and irrigation control computers.
* Graft plants.

**Education**

Houston Community College, Houston, TX

Associate of Science, Horticulture, Sep. 1982

**Skills**

Horticulture-Grower

Experienced

Business-Administration

Experienced

Animal Husbandry

Skillful

Arts and Crafts

Skillful

Culinary

Skillful

**Volunteer Work**

Member of Lawndale Church of Loris

Sing in Lawndale Church Choir

Volunteer work with after school program The Good News Club at Daisy Elementary School

Volunteer work for Neighbor to Neighbor Fundraising Program

Member of Lawndale Church of Loris Women’s Group-take minutes of meeting meet once a month first Mondays.