

Linda Gail Brewer  
P O Box 63  
Centeron, Ar 72719

January 13, 2009

Dear HR Manager,

I am interested in obtaining a position within your company. As you can see from my attached resume, I have a lot of office experience.

For the past 12 years I have worked for Black & Decker in Decatur. Our plant was closed this past August.

I was the Payroll Administrator, and for the last two years I advanced to become the Sr. HR/PR Administrator.

Prior to working for Black & Decker, I worked for the Phillips Company (Food 4 Less, Phillips Food), before they were purchased by the Wal-Mart Supercenters. I was with The Phillips Company for 13 years. During my stay with Phillips, I worked myself up from data input, Computer Operator, System Operator, Programmer, and finally on to become the Dept manager.

During the earlier part of my career, I started working in the accounting field, in basically every accounting dept. This valuable experience enabled me to continue my career as I advanced into programming with The Phillips Company.

As you can see from my past experiences, I have a lot of accounting background knowledge. I feel I would be an asset to your company. I look forward to hearing from you.

Sincerely,

Linda Gail Brewer  
479-795-2277 home  
479-685-6649 cell

**LINDA GAIL BREWER**  
**P O Box 63**  
**Centerton, AR 72719**  
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**SUMMARY**

Highly motivated and dedicated person who desires to continue career with a company where I can utilize more than 12 years experience in payroll and pull from previous technical experience. Demonstrated strong work ethic and motivation by consistently performing job duties in excess of those required for position. Excels at being a team player due to strong interpersonal skills and successfully working with cross-functional team members and departments. Proven ability to multi-task in a fast-paced office environment. Works well with little or no supervision. Proficient in ADP Payroll, ADP E-Time, Kronos, PeopleSoft Payroll and PeopleSoft Human Resource systems, Excel, and Microsoft Word.

**EMPLOYMENT**

**BLACK & DECKER                      June 1996 – November 2008**

**Sr H/R - Payroll Administrator                      September 2006 – August 2008**

- Process, verify and maintain personnel related documentation
- Conduct new employee orientations covering Company Policies
- Maintained employee leave of absence, vacations, absenteeism
- Assisted employees with plant closure
- Assist HR Manager as required

**Payroll Specialist/Administrator                      June 1996 – September 2006**

- Balance weekly and semi-monthly payroll
- Compile statistical reports, statements and summaries related to pay and benefit accounts
- Process paperwork for new employees and input information into HR & PR systems
- Process and issue employee paychecks and statements of earnings and deductions
- Review daily time and produce various production status reports for departments
- Maintain Temporary Staffing Services payroll (150 plus employees)
- Issue and record adjustments to pay
- Compile year-end earnings for retirement pension plan
- Assisted with the implementation of the Attendance policy

**WAL-MART GO – Bentonville, AR**

**Assistant Buyer Trainee – Bakery Dept.**

- Updated daily on hand stock status inventory as well as product sales reports

**PHILLIPS COMPANIES / FOOD 4 LESS – Bentonville, AR**

**Data Processing Manager**

**Programmer – RPG**

**System Operations Supervisor**

**Computer Operator**

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**EDUCATION**

Jenkins High School Graduate – Savannah, GA

**TECHNICAL**

IBM Guided Learning Center – Tulsa, OK – Little Rock, AR

S/36 Implementation Topics  
RPGII Additional Topics  
RPGII Programming Workshop  
Programming and Design Fundamentals  
RPGII Programming Fundamentals  
S/36 Query  
S/36 OCL  
S/36 Sort  
S/36 Operations & Implementations  
Excel & Microsoft Word