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Robin R. Hatfield, BA		Accounting Assistant – WV, Office Manager – WV	
<p><b>Availability:</b> Immediate</p> <p><b>Email:</b> rhatfield@crai-ky.com</p>	<p><b>Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• General office duties</li> <li>• Accounting assistant</li> <li>• Invoicing</li> <li>• Tracking project expenses</li> <li>• Correspondence</li> </ul>	<p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• A.A., Southern West Virginia Community College, Williamson, West Virginia</li> <li>• B.A. sociology and social work, Marshall University, Huntington, West Virginia</li> </ul>	
Experience Summary Information			
<p><b>Office Manager</b></p> <p>Cultural Resource Analysts, Inc. 2004 – present</p>	<p><b>Register Office</b></p> <p>Putnam General Hospital, Hurricane, West Virginia 1999 – 2004</p>	<p><b>Switchboard Operator II</b></p> <p>West Virginia Workers’ Compensation, Charleston, West Virginia 1997 – 1999</p>	
<p><b>Ms. Hatfield</b> is a full-time administrative employee at Cultural Resource Analysts, Inc., working in the company’s West Virginia office. She has 15 years of experience in office-related duties. While working with the West Virginia Workers’ Compensation Board her duties included answering incoming calls on the 1-800 switchboard, updating compensation claims, and transferring the claims to the appropriate managers. Her responsibilities at Putnam General Hospital included answering the switchboard and contacting insurance companies for authorizations prior to the administration of services. Ms. Hatfield began work at Cultural Resource Analysts, Inc., in 2004. Her primary duties include:</p> <ul style="list-style-type: none"> <li>• Answering the phones and general reception duties</li> <li>• Assisting the Senior Vice President with various accounting tasks, including job costing, collecting and totaling time sheets for payroll, updating job detail reports, and logging projects in FileMaker Pro</li> <li>• Filing correspondence, proposals, project expense records, and credit card statements</li> <li>• Preparing invoices and tracking payment schedules</li> <li>• Assists employees with enrollment in the company benefit plans</li> <li>• Assists the Publications Director with report production</li> <li>• Assists with lab duties including cleaning artifacts and data entry</li> </ul>			