

Jean Reynolds  
151 Shadow Pointe Circle  
Huntsville, AL 35806

September 7, 2011

To Whom It May Concern:

On August 31, 2011 I was laid off from Volunteers of America Southeast, Inc. as Payroll Clerk. In January 2011 Volunteers of America North Alabama merged with Volunteers of America Southeast. During the following six months the financial activity and human resources operations were transferred to Mobile, AL. Therefore, this Reduction in Force led to my lay off status.

It is my desire to work for an organization in either the accounting or secretarial services for full time or part time schedule. I have strong work ethics and am dependable for performing the duties assigned to me.

Very truly yours,

Jean Reynolds

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151 Shadow Pointe Circle  
Huntsville, AL 35806  
Phone: 256-651-8762

Summary of Skills:

Payroll Clerk  
Bookkeeper  
Secretary  
Receptionist

Professional Experience:

March 2004 – August 2011  
**Volunteers of America Southeast**  
555 Sparkman Drive, Suite 1622  
Huntsville, AL 35816  
Phone: 256-830-2155

I worked as Payroll Clerk entering data for 600 employees from an E-time program into MAS 90 payroll system biweekly. This also involved paying federal withholding taxes, sending garnishment deductions to agencies, printing all records and filing.

August 1999 – December 2003  
**New Century Pharmaceuticals** (No longer in business)

I served as receptionist, secretary and accounting duties.

1989 – June 1999  
**Mosley, Reumont & Associates** (current name CC Services Corp.)  
13321 New Hampshire Avenue  
Silver Spring, MD 20904  
Phone: 301-388-2550

I served as Administrative Assistant to Carl Mosley, CEO of the CPA office. I did bookkeeping duties, assembled tax returns and transcribed letters, set up appointments and did secretarial duties.

Education:

Prince George's Community College (1991-1999)

Largo, MD

Associates Degree in Accounting

West Chester State Teachers College (2 years in Music Education)

West Chester, PA

David Lipscomb University (1953-1955) (Music Education)

Nashville, TN

Wilmington High School (1951-1953)

Wilmington, DE

References:

Victor Tucker (VP)

Volunteers of America Southeast

555 Sparkman Drive

Suite 1622

Huntsville, AL 35816

Phone: 256-830-2155, Ext. 8207

E-mail: [vtucker@voase.org](mailto:vtucker@voase.org)

Carl Mosley (CEO)

CC Services Corporation

13321 New Hampshire Avenue

Silver Spring, MD 20904

Phone: 301-388-2550