


VIRGINIA WELCH

ACCOUNTING - ADMINISTRATION

CONTACT

-  601-504-3146
-  virginia.welch@att.net
-  gingerwelch.net
-  215 Fifth Street, Union, MS 39365

EXPERTISE

- Administration
- Accounting
- Merchandising

EDUCATION

Since graduating from Winnfield High in Louisiana, I have studied part-time towards my degree, while working full-time.

Towards BA: Accounting, Social Science East Central Community College

2020-Present

Accounting, Sociology, Philosophy, Religion

Towards BA: English

Holmes Community College

1996-1998

Other: Communication, Real Estate

Towards BA: English

Belhaven College

1996

SKILLS

Communication 

Problem Solving 

Computers 

NOTE

I work at the Tyson Feed Mill in Union, where I have served as Associate Operations Administrator for sixteen years.

I have experience with data entry in Access, Excel, correspondence via Outlook and Microsoft Word. I have excellent writing and customer service skills.

QUALIFICATIONS

With approximately forty years' experience in office work, most of them interacting with customers and/or vendors, I have developed outstanding people skills and instincts in problem solving. My written and verbal communication ability is excellent. Having twenty years experience in data entry, I am fairly computer literate.

WORK EXPERIENCE

Associate Operations Administrator

Tyson Feed Mill, Union, MS

2007-Present

- Keep up with farm feed inventories, promptly relaying to computer from grower
- Help project feed needed for each farm
- Write and key orders for pullet, breeder and broiler farms
- Write reports for management to determine performance from office to farm

Accounting Assistant

Barbara J. Russell Accounting, Union, MS

2005-2006

- Bookkeeping
- Simple to moderate tax returns.

Customer Service Representative

Diversified Technology, Ridgeland, MS


1997-2004

- Issued return merchandise authorizations
- Worked with repair technicians and production manager in processing returns for incoming and outgoing shipments
- Keyed repair sales orders
- Tracked returns for customers
- Provided repair information to customers
- Updated database information

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REFERENCES




Thomas Agostinelli, PMP, ALPM

Director of Practice Management
Butler, Snow, LLP - Ridgeland, MS




-  butlersnow.com
-  601-948-5711
-  linkedin.com/in/thomasagostinelli

Danny McIlveene, Pastor

Community Baptist Church
West Monroe, LA 71291

-  318-855-3086
-  318-343-3229
-  communitybcwestmonroe

SKILLS

- Communication 
- Problem Solving 
- Computers 

WORK EXPERIENCE - CONTINUED

Assistant Buyer

Bills Dollar Stores Corporate Offices, Jackson, MS 1992-1997

- Assisted buyer, placing, keying and follow-up of merchandise orders
- Maintained warehouse stock for my departments
- Written communications to vendors, store managers or interoffice
- Assisted store managers with problems, obtaining merchandise for their stores
- Handled all office responsibilities during frequent travel by buyer
- Advertising planners, seasonal or import merchandise planners

Payroll Clerk

Lawn-Boy, Sardis, MS 1989-1991

- Figured and keyed payroll for 150-200 regular employees:
- Often as many as 200 additional temporary employees
- State payroll reports
- Journal-vouchers
- Special withholding for courts as in child support or bankruptcies

Advertising Department Secretary

Malone & Hyde, Monroe, LA 1987-1988

- Secretary to Advertising Director
- Computer billing for customer advertising
- Scheduled district meetings, typed correspondence
- Wrote a weekly newsletter for our department
- Co-editing of the quarterly company newspaper
- Assisted with problems in the graphics department
- Helped customers with problems and tracked lost advertising shipments

Insurance Clerk


Internal Medicine & Nephrology, Monroe, LA 1987

- Temporary position: assisting in insurance billing, collections and filing.

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REFERENCES



Chelle Ellis

-  901-270-8409
-  chelleellis@comcast.net




Margo Bridge

-  804-296-1045
-  margo.bridge

Ken Ellis

-  901-270-8452
-  kendallellis@comcast.net

SKILLS

- Communication 
- Problem Solving 
- Computers 

WORK EXPERIENCE - CONTINUED

Merchandising Assistant

Allied Building Stores, Monroe, LA 1985-1986

- Assisted buyer in placing and follow up of merchandise orders
- Ad planners
- Solving customer problems

Merchandising Assistant

Howard Bros. Discount Stores, Monroe, LA 1977-1985

- Assisted buyer in all phases of ordering merchandise:
- Maintaining warehouse, inventory, new store openings
- General secretarial duties

MISCELLANEOUS

Novelist

Head in the Clouds by Virginia Welch ISBN: 978-1519213662

- In 2015 I published a contemporary Christian romance novel: Head in the Clouds

Columnist

Union Community News by Virginia Welch 2017-2019

- Wrote the column, "Union Community News" for the Newton County Appeal

Chapter Head/President

Mississippi Writers Guild 2011-2019

- For eight years, I served as the chapter head for Newton/Neshoba County chapter of the Mississippi Writers Guild.