

Katie A. McGraw
Administrative Assistant

Summary of Qualifications

- Contributes to all aspects of office management.
- Assists in management of accounts payable/receivable, payroll, and billing.
- Provides office support for daily operations.
- Served in roles of increasing responsibility at SUNY Cortland's Career Services Office. Received awards for her outstanding contributions to the department.

Professional Highlights

COLDEN CORPORATION

Ms. McGraw works out of Colden's dynamic Syracuse Office and assists in several aspects of office management.

Accounts Payable – Assists clerk entry of invoices each week and accurately schedules payments of vendor invoices and reconciles all vendor statements.

Accounts Receivable – Receives payments from clients and enters into accounting system.

Payroll – Assists clerk entry of employee and subcontractor timesheets and expenses. Generates weekly reports based on payroll data.

Client Relations – Collaborates with consultants to provide up to date certificates of insurance for our clients. Processes W-9 requests.

Office Management – Assists with many aspects of office management including directing incoming phone calls appropriately, ordering office and fieldwork supplies, and preparing shipments.

STATE UNIVERSITY OF NEW YORK AT CORTLAND

While earning a Bachelor of Arts at SUNY Cortland, Ms. McGraw served in roles of increasing responsibility at the university's Career Services Office. As an office assistant, she received several awards for her outstanding contributions to the Career Services Office.

- Prepared current student and alumni credential files to be sent to potential employers and universities.
- Communicated with potential employers and posted job opportunities for students.
- Administered and processed I-9 and W-4 paperwork for on-campus student employees.
- Provided first-level support for students via phone, email, or in person and performed clerical tasks.
- Maintained several confidential databases for the University.
- Trained new employees and updated the procedures manual appropriately.

EDUCATION

- State University of New York, College at Cortland
Bachelor of Art, Psychology (2013)