

REBECCA HERRINGTON

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Professional Summary

Enthusiastic Organizational Leadership and Project Management educated at one of the best schools of higher learning in the field. I have a multitude of years' experience leading and managing teams and heading projects to success. As a person, I am known for my strong work ethic, attention to detail, and collaborative approach. I thrive in fast-paced environments and have a passion for driving results. I believe in fostering a positive and inclusive team culture, where every team member feels valued and empowered to contribute their best work. Overall, my approach to project management is built on a foundation of communication, risk management, and collaboration. By leveraging these key concepts, I can deliver successful projects that meet and exceed stakeholder expectations. My experience will be a great asset to your company.

Education

Arizona State University, Tempe,

May 2024

Bachelors of Arts, Organizational Leadership Focus on Project Management GPA 4.06

Dean's List every semester

Palm Beach State College, Lake Worth, Florida

May 2016

Bachelors of Arts, Business Management GPA 4.0

Dean's List and Presidents List

Experience

Project Manager/Title & Warranty Administrator, Carolina Adventure, RV, LLC, Myrtle Beach, SC

February 2021 - Present

- Creating and implementing an SDS catalog, revamping efficiency
- Organizing and executing corporate events displaying project management skills
- Delivering results in roles with multiple responsibilities such as accounting, HR, and project management
- Developed EEOC Plan & Statement for multiple corporations
- Developed Drug Testing Statement and Plan

Organizational Leader-HR/Project Manager/Accounting, Southlantic Enterprises, Inc, Myrtle Beach, SC

June 2016 - February 2021

- Managed creation and implementation of Employee Benefit Program
- Developed comprehensive Employee Handbook fit within the scope of the stakeholder
- Oversaw daily operations of technical projects within the IT realm of the corporation
- Exhibited flexibility in adapting to evolving client needs
- Payroll, Onboarding, Benefits Coordination & Implementation, Workers Comp.
- Bookkeeper, AR/AP, Reconciliation

Title & Government Document Procurer, Fleet Lease Disposal Inc, Delray Beach, Florida

June 2015 - June 2016

- Streamlined document procurement process, improving efficiency by 20%
- Processed and de-identified all newly acquired fleet units, enhancing corporate image
- Achieved 100% accuracy in logistics coordination, ensuring timely delivery

Project Manager/Admin/Accounting/HR, Foreign Affairs Auto Inc, West Palm Beach, Florida

March 2008 - June 2015

- Managed HR, payroll, bookkeeping, and title/registration duties at Foreign Affairs Auto Inc
- Implemented an innovative Automotive IMS/CRM system, enhancing interdepartmental collaboration

- Applied analytical skills to streamline dealership operations
- Problem-solved by integrating sales, accounting, repair, and customer service under one platform
- Optimized efficiency and created a unified dealership, increased overall productivity
- Payroll, Onboarding, Benefits Coordination & Implementation, Workers Comp.
- Bookkeeper, AR/AP, Reconciliation

Skills

- Active Listening
- Staff Management
- Advanced problem solving
- Creative Thinking
- Cross-Functional Collaboration
- Systems Installation, Configuration, and Upgrading
- Team Leadership
- Processes and procedures
- Project scope
- Stakeholder Communications
- Project Scheduling
- Agile Methodologies
- Gantt Charts
- Risk Management
- Productivity Improvement
- Problem-Solving
- Cost reduction and containment
- Performance Improvements
- Document Management
- Workflow planning

Certifications

- Notary Public • of South Carolina
- Scrum Master