

Panida Bundschuh
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Objective: To obtain a challenging and responsible position that will utilize my skills and knowledge with a company offering advancement opportunity.

Education:

Microsoft Excel 95, 98, 2000, Microsoft Access 97, 98, Training Programs/USAF
Automated Standard Base Supply Systems/USAF
Administrative Clerical Programs/USAF
Morale Welfare & Recreation Customer Service Training Programs/USAF
Tandem TXP Non-Stop Computer System Training Programs/USAF
IBM Computer System RPG II and System 600 Programs/USAF
IBM Key Punch Training 129, 5496, 8010 and 1050 II Programs/USAF
High School Diploma (General requirement)

Honors and Awards:

USAF – Outstanding Performance -- Sep 1999
USAF – Outstanding Performance – Oct 1989
USAF – Sustained Superior Performance – Mar 1988
USAF – Sustained Superior Performance – Apr 1972

Summary of Professional Experience:

Inbound Priority Mail 2 years
Text Editing 2 ½ years
Accounting Technician 6 years, and Supply Technician 12 years
Ten-Key-by-touch: 10,000 – 26,000 key/stroke/per hours
Filing, Faxing and Copies

Professional Experience:

TEK Systems, Contracted to USAA, (Mar 2006 to June 2008)

Priority Mail Unit: Correspondence and Index on all General Claim (Property, Home, Rent, Automobile, Boat and Health, Life Insurance), Medical Claim, Attorney Claim and Vendor Email Claim. Preparation on all incoming mail, General mail and Priority FEDEX, and forwarding for scanning.

TRI-COR Industries, Inc. (Mar 2002 – Jan 2005)

Text Editing: Worked in an Automated Technical Order System (ATOS) for digitizing of data in an electronic technical publishing environment, using the Standard Generalized Markup Language (SGML) for editing and viewing final composition and conduct proofreading, Cleanup of files, Formatting, Tagging of pages and Content Editing/Delete Sustainment's of USAF Form 252.

ACS/MIR, Mitchell & Co. (Mar 2001 – Mar 2002)

Outreach Specialist: Responsible for processing and provided information to Employers of set up the Automated Clearing House Electronic Fund Transfer (EFT), Electronic Data Interchange and Expert Pay for Texas State Child Support Disbursement Unit (TXCSDU). Researches and verify the listed employers (non-custodian and custodian parents) for complete the Office of Attorney General (OAG) Count Case data and eligibility case information to matching it with employer wage withholding lists for the purpose of re-directing the payment to the TXCSDU.

WorldCom/MCI (Nov 1999 – Mar 2001)

Dedicate Service Deliver/Order Entry: Processing the order by created service orders requested from several major companies for Internet/UUNET produces – Internet Gateway services comes in two versions Integrated Access (up to 16 channels) and Access only (Full T-1 all 24 channels) Metro Private Line-INTRALADA (MPL) and Domestic Private Line (PVL), Frame Relay, Asynchronous Transfer Mode (ATM), Provisioning Long Distance-EDSL or Enterprise Digital Subscriber Line (EDSL) to Internet Provider (IP). System Programs used of Facilities & Equipment (F&E), Global Order Administration (GOA), INTRADAPRO and IXPLUS.

Kelly AFB, San Antonio (Jan 1990 – Oct 1999)

Environmental Management/Base Supply (Items Manager): Support mission requirements for Air Logistic Center and active tenants in the Standard Base Supply System (SBSS) and Air Force (AF) Environment Information system (AFEMIS). As a liaison to confirm requisitioning request, redistribution orders and follow-up status (MILSTRIP and Local Purchase) on accounts to verify appropriate and correct information. Replenishing stock level, working with the different chemical staging areas (CSA) on calling in their orders to the different companies, on the Blanket Purchase Agreements (BPA), as well as post all transaction on Call Registers to be paid on a monthly basis. Process and establish procedures, input and retrieve data into SBSS Terminal Sperry 1100/60, and Base Contracting Automated system (BCAS).

USAF Financial Management/Spangdahlem/West Germany: (May 1985 – Aug 1989)

Accounting technician Clerk: Processes a variety of receiving reports by examining Invoices, Purchase Order and supporting data for validity and arithmetical accuracy in compliance with appropriate directives and regulations. Review, research, re-calculates converts and computes accurate unit cost of merchandise received by each branch, including postage, handling and other charged minus prompt payment discounts. Determines if merchandise being received or supplies. Assign proper General Ledger accounting codes. Assist and conducts training sessions for branch managers and other personnel on blanket purchase agreements, individual service contracts, Call register concessionaire reports, inventory listing and processing of receiving reports. Maintain a variety of subsidiary ledgers within a double entry accrual accounting system. Initiate vouchers relating to the purpose and amount of payment. Reconcile bank statements and accounts Payable Ledger. On a Bi-Weekly basis, examines Time and Attendance cards for completeness, accuracy and propriety of which affect the pay of employees. Traces and corrects any errors noted. Verify accuracy of names and accounts on mechanized payroll listings against master pay register and time cards.

Texas Credit Union: (Jun 1979 – Aug 1984)

Data Entry/Supervisor: Responsible for entering and verifying information of payroll and credit union for several companies. Prepare and assigned batch works of payroll, loan and credit, certificate of deposits, transferring funds and new accounts for data entry. Processing and balancing daily, weekly, monthly payroll. Perform received and transmitted data from/to mainframe by modem to main operation. Types general correspondence for incoming and outgoing message, filing, and copies and coordinated with manager in the training of 24 new employees with procedures of operations.

USAF/PACAF/Base Supply/Stock Control: (Aug 1966 – Dec 1975)

Supply Representative Clerk: Initiated input to add/delete requisition codes on item records. Process off line requisitions, responsible for Base Procurement and Base Supply records reconciliation. Prepare additional correspondence relative to the BPO requests. Insure that all purchase requests are forwarded on a timely basis to procurement with a minimum delay. Type general correspondence, responsible for incoming and outgoing message, read files, maintained suspense control on all aspects of administration. Trainer for new personnel (USAF) assigned to the Unit.