

# Johnnie Pollard

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## Experience

### University of West Georgia- Health Services- Office Manager 2000- Present

- Manage the work of 3 clerical workers and 4 student workers
- Responsible for administrative task such as appointments schedule, copying, and transferring medical records
- Generate journal entries, monthly reports, and concerned financial statements with the time for month end close.
- Schedule conferences and travel for employees
- Read and respond to correspondence
- Other duties as assigned

### Hallmark Store- Assistant Manager 1997-2000

- Manage the work flow of 4 sales clerks
- Daily deposit of sales
- Order merchandise and set up displays

### Belk 1993-1997

- Supervisor of dress department
- Purchase orders for merchandise
- Other duties as assigned

### Town of Ranburne- City Clerk 1976-1993

- Generate journal entries, daily reports, etc.
- Billed 650 customers monthly water bills
- Manage Ranburne Nutrition Center

## Education

**Woodland High School** 1970  
Woodland, Alabama

## Accomplishments

**Employee of the Year** 2007  
University of West Georgia

**Standing Young Women of America** 1983  
Town of Ranburne