

# Jayne E. Radford

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## EXPERIENCE:

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**Employer:** Big Lots 820 Lane Allen Rd Lexington, KY 40504 859-313-5094

**Title:** Cashier,

**Duration:** November 26, 2017 - Present

**Job Duties:** Customer service; cashier; assisting customers with finding desired items; floor recovery; restock items as needed; maintain appearance of front end, using planogram to set new merchandise.

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**Employer:** Bluegrass Community and Technical College 470 Cooper Dr. Lexington, KY 40506  
859-246-6272

**Title:** Business Affairs Assistant II Cashier

**Duration:** August 1, 2017 – December 2018

**Job Duties:** Processes payments in accordance with policies & cash handling procedures; Assists customers by providing professional, accurate, efficient, and friendly customer service; Prepare and reconcile daily deposits in accordance with policies and procedures. On a daily basis, accurately complete a daily proof sheet; daily cash account reconciliation; prepare and complete a general ledger journal entry for all cash/check and credit card departmental totals. Perform daily audit of own work and team-members work. Post AR, Third Party and External Scholarship Payments & process necessary journal entry. Trouble shoot student account issues. Serves as an Imprest Cash Custodian, ensuring the security of assigned imprest cash and all deposits received; completes daily reconciliation of imprest cash to proof sheet, completes a monthly reconciliation of funds; Maintains accurate and up to date documentation for reservation and use of College vehicles. Other duties as assigned by the Cashiering Supervisor, Bursar, or Vice President of Finance.

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**Employer:** Somerset-Lake Cumberland Association of REALTORS 46 Rowena Dr. Somerset, KY  
42501 606-679-6578

**Title:** Association Executive

**Duration:** July 6, 2010 – September 30, 2016

**Job Duties:** Manage financial obligations such as accounts payable, accounts receivable, payroll, and balancing checking accounts; prepare monthly stats for Board meetings and State Association; process billing for dues, MLS and Home Guide Magazine; maintain electronic media pages (Facebook, Web page & online MLS page); ensure that the Association is in compliance with NAR Core Standards; schedule and monitor CE, Core, and other classes and trainings as needed for REALTORS; make reservations for members of the Board of Directors for state or national sanctioned meetings and conferences; schedule and facilitate Board of Directors and Full Membership meetings; prepare agendas for meetings and take appropriate minutes as required; administer and enforce policies and procedures set forth by the Board of Directors; administer and enforce changes to Bylaws, Policy and Procedure and MLS Rules and Regulations; keep current with and inform members of trends related to the Real Estate industry.

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**Employer:** Kroger 181 N Hwy 27 Somerset, KY 42501 606-678-5147

**Title:** Cashier,

**Duration:** July 14, 2005 - July 17, 2010

**Job Duties:** Customer service; perform opening store procedures; end of day store procedures including counting cashier tills and preparing deposit, ensuring safe count is accurate and ordering change as needed; cashier; assist customers with finding desired items and suggesting items and sales the customer may be interested in; restock items as needed; maintain appearance of front end.

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**Employer:** The Adanta Group 130 Southern School Road Somerset, KY 42501 606-679-4782

**Title:** Marketing/Staff Development

**Duration:** December 7, 2009 - April 23, 2010

**Job Duties:** Develop ads, brochures & newsletters to market the organization; facilitate new employee orientation; and develop training programs.

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**Employer:** Eastern Kentucky University 521 Lancaster Ave Richmond, KY 40475 859-622-2274

**Title:** Student Worker,

**Duration:** August 2007 - May 2009

**Job Duties:** Helped set up the new computer lab; assist students and faculty with computer related problems and questions; assist faculty in the Emerging Technology classroom. I was also responsible for closing & locking up the lab at night.

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## **EDUCATION:**

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**Major:** Business and Marketing Education

**School:** Eastern Kentucky University

**Location:** Richmond KY

**Degree:** Bachelors of Science in Business and Marketing Education, 3.05 GPA minor in Horticulture and Humanities

**Major:** Associate in Arts

**School:** Somerset Community College

**Location:** Somerset KY

**Degree:** Associates in Arts with Distinction GPA 3.45

**Major:** Associate in Fashion Merchandising

**School:** Southern Ohio College

**Location:** Cincinnati, Ohio

**Degree:** Associates GPA 2.75

**Major:** General Studies/Horticulture

**School:** Norwood High School / Scarlet Oaks Joint Vocational School

**Location:** Norwood Ohio / Sharonville Ohio

**Degree:** General Diploma and Vocational Certificate in Horticulture

## **SKILLS AND ABILITIES:**

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- Microsoft Office Suites of Word, Excel, PowerPoint and Publisher
- QuickBooks
- Current Technology including Internet & Digital Media