

ALAIYAH MURRAY

LEAD PROGRAM COORDINATOR | ACCOUNTS RECEIVABLE HOUSING ADMINISTRATOR

CONTACT

✉ alaiyahmarie@yahoo.com

📍 Dallas, TX

SKILLS

Excellent Communication Skills
Office Management
Data Entry and Analysis
Calendar and Meeting Coordination
Correspondence and Communication
Records Management
Government Procedures and Compliance
Problem-solving
Attention to Detail
Time Management
Proficient in Microsoft Office Suite
Team Leadership
Project Management
Stakeholder Engagement
Budgeting and Financial Oversight
Proficient in QuickBooks and AuthorityFinance

EDUCATION

Hondros College of Business

Certificate of Real Estate-REALTOR®

Intuit Academy

Bookkeeping Professional Certificate

Global Lynx

Agile and Scrum Certificate

Devops Foundation Certificate

PROFILE

Dedicated Lead Program Coordinator and Accounts Receivable Housing Administrator responsible for maintaining budget and records pertaining to the Homeowner's Grant program expenditures, Building and Housing implementing policies and procedures, and organizing the activities and agenda for the program.

WORK EXPERIENCE

Accounts Receivable Housing Administrator

City of East Cleveland

2023-Present

- Managed accounts receivable functions, including invoicing, billing, and collections processes.
- Reconciled accounts and resolved discrepancies to ensure accuracy in financial records.
- Generated financial reports and provided analysis to inform decision-making processes.
- Collaborated with vendors, clients, and internal stakeholders to address inquiries and resolve issues promptly.
- Implemented process improvements to streamline accounts receivable procedures and enhance efficiency.

Lead Program Coordinator

City of East Cleveland

2022-Present

- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly
Support program growth and development as necessary
- Coordinate program communications
- Manage staff work assignments, workloads and work schedules
- Oversee the program budget, including tracking billing, payments and other financial transactions
- Coordinate interactions/relationships between staff, clients, administrators and all other program stakeholders
- Schedule and organize program-related meetings and events

Store Manager

Victoria's Secret

2021-2022

- Driving top line sales through leading the sales floor, coaching and development of the team and selling.
- Sets direction and drives performance for primary Best At categories. Approves and executes all brand initiatives and strategies (Sales Education, Launches, Events, Brand Promotions, and Product Testing).
- Driver of the talent life cycle for direct reports and team; which includes selection/interviewing, onboarding, coaching/performance management, succession, reward and recognition, and culture/ engagement of team.
- Ensures operational excellence through visual merchandising, payroll management, inventory control, and delivering on our operational standards.

Brand Operations Manager

Victoria's Secret

2018-2021

- Responsible for merchandise flow standards, assessments, inventory and backroom organization.
- Executes in-store out of stock exercises to identify gaps in product availability.
- Works with Sales Leadership Team to determine payroll management and take appropriate actions.
- Owns understanding shipment visibility to ensure processing payroll is scheduled to meet product flow demands.
- Leads execution of all store projects and compliance; including physical inventory, markdowns, re- tickets, and other non-selling related task.
- Reinforces store strategies to reduce shrink.
- Supports brand initiatives and strategies (Sales Education, Launches, Events, Brand Promotions, and Product Testing)