**AMI ZUCLICH**

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WORK HISTORY

*I0/2002- Present Accountant, Faculty Travel Coordinator, Property Custodian, Supervisor*

*UNIVERSITY OF CENTRAL FLORIDA -Office of Research & Commercialization*

• HR Liaison for pre-and post hire procedures as ePaf originator, create hiring packets, secure and submit necessary documents and records, maintain and updating staff records and confidential personnel files, and as needed for recognition, merit and evaluations.

• Responsible for interviewing, hiring and supervision of ORC front office support staff

• Assist ORC Human Resources Department with recruitment following UCF guidelines and policy for reviewing and hiring of prospective employees

• Departmental link for new hires, responsible for email requests for non­ employees/volunteers/interns and departments; "go-to" person for FAQs and information on ORC procedures, policies, and protocol.

• Payroll Processor, well versed in PeopleSoft!Oracle for time and leave submissions, employee attendance record keeping and leave requests.

• Supervise and advise I USPS Administrative Assistant, I full time OPSH Office

Manager and 3 part-time office assistants keeping with the duties of their positions.

• ORC Notary for new employee Loyalty Oaths, and departmental support with Inventor­

ship and Patent Assignments, Funding Agreements for UCF Faculty and Researchers

• Responsible for staff development/continuing education by coordinating Local, Out of State and International travel. Support includes planning, organizing, preparing travel requisitions, registrations, reservations while maintaining purchase orders, as well as reimbursement vouchers for Staff, Candidates and Faculty associated with the Office of Research & Commercialization (ORC)

• Office team leader maintaining and enhancing the image and reputation of the office and its staff through direct interaction. Balance customer/staff relationships through attitude, motivation, and personal recognition for upholding office moral.

• Assist with UCF tenured and tenure-earning Faculty by organizing /coordinating qualifying documentation for Faculty Travel Committee for review and ultimate reimbursement for transportation costs in direct support ofUCF research endeavors.

• Responsible for Inventory of Property purchased by ORC and its affiliates. Responsible for tracking and tagging, data entry and record keeping in cooperation with Finance & Accounting procedures and surplus of assets as part of Property Custodian duties. Interpret administrative and fiscal rules and policies and recommend new and improved programs to manage administrative and fiscal functions

• Planning and coordination of frequent meetings for staff and execution of monthly client meetings, requiring frequent scheduling of ORC's multiple conference and meeting rooms.

• Responsible for acquiring service for office maintenance repairs and needs

• P-card entry and reconciliation of expenditures for finance & accounting department

• Supervise the handling and distribution of critical time sensitive documents

• Supervise the daily logging and distribution of checks, incoming mail, campus deliveries and packages brought into the office

*I986 -1212002 Salon Owner and Manager, NEW TREND HAIR DESIGNERS*

• Partner in the development and management of a full service hair salon.

• Insuring client satisfaction through creativity with over 29 years behind the chair

• Implemented a shadow program for new employees to learn salon policy to develop a quicker comfort level and a smoother transition to our salon family

• Staff taskmaster, dedicated to employee harmony and fielding staff issues while staying current with all Florida State Professional mandates and Salon regulations

• Responsible for employee payroll, daily accounting records, balancing, budgeting and personnel staffing decisions

• Data entry of client history as well as record keeping for salon/ client references

• Decision making for ordering and stocking of salon supplies including: placing orders, dealing with various Sales Representatives for a multitude of professional needs and concerns

• Pricing and comparison for a more profitable retail business

*I984 -I986 Hair Stylist and Receptionist, HAIR FACTORY*

• Client satisfaction as well as all front desk responsibilities

• Scheduling of appointments, telephone tasks and money transactions

EDUCATION

• FAMIII Property Custodian Training

• UCF HR Liaison Training

• UCF Financials-e-Procurement

• Seminole Community College- Cumulative GPA-4.0

• PeopleSoft- Parallels to upgrade to 8.9

• PeopleSoft-Finance and Accounting's 2003 Project Liftoff (UCF's transistion from

State Control)

• Completed University of Central Florida's Purchasing Card Class

• Completed University of Central Florida Travel Basics and Advanced Class

• Windows 95-Colonial High School Adult Education Classes

• Completed required Continuing Educations classes necessary for renewal of

Professional Cosmetologist License

• Aids Awareness Education for the State Board Professional Regulations

• Gulf States Professional Shows for Continuing Education for the Salon Industry

• Completed State Boards for Cosmetology in Winter Haven, Florida 1973

• Completed 1500 hours necessary to continue on to Practical and Theory Exam for

Licensing

• Graduated within the top I 0%- North Miami Senior High, Miami, Fl

ADDITIONAL INFORMATION

• UCF Employee of the Month March 2013

• Knowledge in computer applications: Microsoft Office Suite, GroupWise Electronic

Mail, Internet Explorer

• Proficiency in University and State Financial applications and PeopleSoft

• Awarded State of Florida Purchasing Card

VOLUNTEER WORK

*2003-2011 UCF/USPS Salarv Review Board*

• Review Confidential Special Pay Increases requested by USPS Supervisors

• Participate monthly along with HR Compensation and Members on the Board, to

Review Submissions, Analyze criteria and vote to approve or disapprove request

*2002-2007 Coordinator. Florida State Emplovees Charitable Campaign*

*2002 and 2003 Captain, American Cancer Society, UNIVERSITY OF CENTRAL FLORIDA -Office of*

*Research*

• Implement leadership skills to mobilize, recruit, develop and partner with community volunteer leaders to implement special events, program and advocacy activities

• Create and develop promotional ideas

• Assist in coordinating the camp site at the University of Central Florida's Arena

• Fundraising and Community Organization

*2002 American Heart Association's Heart Walk, UNIVERSITY OF CENTRAL FLORIDA­ Office of Research*

• Create and develop promotional ideas

• Planning and coordination of walkers

• Fundraising and Community Organization

REFERENCES

References are available upon request.