

Contact

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www.amazon.com/dp/B08HJZCT5T (Personal)

Top Skills

ADP Payroll

Kronos Timekeeping

SAP Products

Certifications

Leading Millennials-How to be a effective coach

Developing Microsoft SQL Server 2012/2014 Databases

Master Pivot Tables Excel

Python for the C# Developer

Intelligence Analyst Certification

Honors-Awards

Community Award

Cessely Nixon

Information Technology Business Consultant and Software Application Developer \Book Author at Cessely Nixon

Greater Philadelphia

Summary

Experienced Information Technology Business Consultant with a demonstrated history of working in the real estate industry. Skilled in Microsoft Excel, Kronos Timekeeping, Microsoft SQL Server, ADP Payroll, and C#. Strong program and project management professional graduated from Polley Associates.

Experience

Cessely Nixon

Book Author

September 2017 - Present (3 years 1 month)

I wrote the fictional book entitled The Return of Iris " Good Will".

This book narrates the story of a woman named Destiny who later discovers that her homecoming to her hometown is nothing short of a memoir or reenactment of a childhood family dilemma created by systematic pressures. Destiny learns that she has walked in the shoes of a woman that was ran out her hometown and never came back in the late 1980's. This story is about family, church and betrayal. Which gives a reenactment, and study of behavior of citizens in a small town in Pennsylvania circa 1980's. Destiny is looking forward to leaving California, a state she lived in for 6 years and has been practically run out of to return to her hometown until she discovers a family hidden agenda.

J & L Wholesale Realty

Small Business Owner

December 2019 - Present (10 months)

Tri State Area

- Realestate cleanouts for foreclosures, move ins, and evictions for realestate companies, property managers and home owners.
- Assist cash buyers and assigning contracts with local real estate companies.
- REO property cleanouts

JL Technology Co

Information Technology Business Consultant

September 2020 - September 2020 (1 month)

PA

- Certificate completion in Cisco Packet Tracer, Cybersecurity Introduction, Master Python, Data Base & MS SQL, Certified Digital Forensics Examiner Training, CompTIA Network+ & Wireless Networking: Firewall & Ethernet
- Troubleshooting, Network Troubleshooting
- IP routing and virtualization in a Wide Area Network - MPLS, VRF, IPSEC
- SQLHelpdesk/Desktop Support
- Configuration and operation of LAN switching technology - VLANs, Trunking
- Firewall Appliances/Routers/Switches (Cisco)

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Johnson Controls

Human Resources Payroll

October 2016 - January 2017 (4 months)

Middletown, Delaware

- Identified potential employees thru email, job boards and events
- Schedule appointments for Sales Director to meet with prospective clients
- Pre-employment testing and screenings for candidates. Including urine drug test
- Reference and background checks on employees for future assignments using the Hirerite system.
- Processed & approved payroll hours for employee payroll for over 200 employees daily
- Resolved timecard issues, entered employee production into Kronos Workforce

5 below

Accounts Payable Specialist

2017 - 2017 (less than a year)

Greater Philadelphia Area

As a payroll coordinator, I was responsible for managing the payroll accounts of a company or business. Payroll coordinators supervise employee's wages, salaries, bonuses, deductions, and taxes.

- Ensure paycheck amounts are distributed in accordance with federal regulations and may also be responsible for reporting tax deductions
- Work closely with the business accountant regarding tax matters
- Responsible for enforcing any government garnishments of wages for child support, loan defaults, or bankruptcy
- Tracked vacation time, sick time, and company benefits
- Financial duties, including reimbursements for expenses, petty cash, and financial reports

Systems utilized

Kronos, PeopleSoft, or ADP

CareersUSA

Account Specialist

December 2016 - 2017 (1 year)

Delaware, United States

- General Human Resources work including
- Searches for potential client positions
- Arranged Interviews with potential employees for clients
- Performed background checks utilizing Hire Rite for potential employees
- Initiated employee performance testing such as Word, Excel, and Typing WPM
- Employee Filing
- Called employees to update them on current employment assignments

United Medical LLC

Accounts Receivable Specialist

October 2015 - July 2016 (10 months)

Bear, Delaware

Performed vital management risk task, Monitored and assigned CPT codes to ensure patient treatment accuracy and insurance requirements, Reconciled account balances for Christiana Health Care doctors and offices.

- Reconciled account balances against EOB's.
- Monitored and assigned CPT codes to ensure patient treatment of accuracy and insurance requirements.
- Performed vital management task including record keeping.
- Worked with government payers, commercial payors.

Genesis Healthcare System

Payroll Analyst

February 2015 - May 2015 (4 months)

Kennett Square, Pennsylvania

Analyzed and resolved escalated employee issues, processed wage garnishments, Approved all payroll changes including hours, tax requirements such as local, state and county

- Biweekly payroll processing processed & approved payroll hours for employee payroll for over 6800 employees daily utilizing the ADP system.
- Resolved timecard issues, entered employee production into Kronos Workforce.
- Approved address changes, processed garnishment wages, multi-state tax updates, approved and updated city and state tax requirements.

Mid Atlantic BH

Medical Biller

December 2013 - February 2015 (1 year 3 months)

Newark, Delaware, United States

Medical billing for over 30 physicians

HBCS

Accounts Receivable Specialist

January 2013 - October 2013 (10 months)

New Castle, Delaware

Created appeals

first level process, customer service, Analyzed and resolved escalated issues passed on from team members, Monitored daily reports

CATHOLIC HEALTH INITIATIVES INSTITUTE FOR RESEARCH AND INNOVATION

Accounts Receivable Specialist

October 2010 - September 2012 (2 years)

Exton, Pennsylvania, United States

Medical Billing for ST Joseph Hospital

Globus Medical

Account Specialist

October 2006 - March 2008 (1 year 6 months)

Norristown, Pennsylvania, United States

Medical device sales account specialist for hospitals and physicians in the USA and International.

Harleysville Insurance

Client Specialist

September 2004 - February 2005 (6 months)

Harleysville, Pennsylvania, United States

Call Center Representative for local insurance company.

Iron Mountain

Client Service Representative

August 2003 - September 2004 (1 year 2 months)

Collegetown, Pennsylvania, United States

Answering income calls from clients both corporate and individual business accounts. Retrieved, removed and refined client files into databases for client usage.

Quest Diagnostics

Client Specialist

May 2002 - September 2004 (2 years 5 months)

Norristown, Pennsylvania, United States

Answering phone lines for customers and data entry client information into databases.

US Airways Express

Flight Attendant

June 2000 - September 2001 (1 year 4 months)

Allentown, Pennsylvania, United States

American Executive Centers

Administrative Assistant

September 1998 - July 2000 (1 year 11 months)

King of Prussia, Pennsylvania, United States

Executive assistant to a physical and virtual corporate office in King of Prussia. Duties included answering phones, light filing, transferring over 300 phone lines to the correct business, preparing presentations. Prepping for meetings and office appointments.

Vanguard

Client Service Representative

September 1997 - September 1998 (1 year 1 month)

King of Prussia, Pennsylvania, United States

Answering phone calls from clients regarding their Vanguard accounts.

Centers for Disease Control and Prevention
Administrative Assistant
October 1996 - February 1997 (5 months)
Atlanta, Georgia, United States

Administrative assistant for medical office research department.

Montgomery Early Learning Centers Kindergarten Enrichment
Center

Childcare Assistant
October 1992 - July 1996 (3 years 10 months)
Assisted Child Care Teacher's with youth grades K-6.

Education

Polley Associates
Real Estate · (2020 - 2020)

Lancaster Bible College | Capital Seminary & Graduate School
Theology , Seminary , Bible/Biblical Studies · (2020)

University of the People
Python, Java, Shell Script, Oracle, Computer Science · (2020)