

# Katrina Rogers

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## Experience

METROPOLITAN NASHVILLE AIRPORT AUTHORITY

Nashville, TN

**Accounts Payable Clerk**

October 2022-Present

- Process payments in Microsoft D365 averaging \$6.5 million per week
- Manage 100-200 invoices per week in Stampli
- Track Stampli metrics for efficient invoice processing and process improvement
- Enter journal entries for accruals, reclasses, corrections, and invoices not paid from a PO
- Assist with Stampli and Microsoft D365 software testing and implementation
- Engage with employees and vendors to resolve invoice discrepancies daily

**Administrative Assistant, HR**

January-October 2022

- Prepared 40-50 invoices for payment using Microsoft Dynamics AX per month
- Reconciled invoice discrepancies with vendors and the Finance Team
- Maintained employee files utilizing OnBase and Document Manager software daily
- Coordinated meetings and events for HR Team and VP, Administration daily
- Completed employee file reviews, employment verifications, and confidential requests
- Assisted with testing and implementation of Document Manager software

KETTERING HEALTH

Remote/Dayton, OH

**Human Resources Analyst**

January 2021-January 2022

- Analyzed payroll information to accurately collect arrears payments for benefits daily
- Communicated HR policies and the arrears process with employees daily
- Verified invoices for 300+ contract employees per week
- Drafted HR notifications sent to employees
- Collaborated with Benefits Team to complete 40-50 HR ServiceNow cases per week

**Human Resources Intern**

May-July 2019

- Co-coordinated Network General Orientation (NGO) each week for 50-90 new hires
- Composed 5 financial business cases for Learning Management Systems Team
- Analyzed data to assist with streamlining processes for HR Optimization project
- Provided employees with financial aid for Tornado Relief Assistance Program
- Reviewed reports for accuracy for EEO Audit Project with Compensation Team

## Education

SOUTHERN ADVENTIST UNIVERSITY

Collegedale, TN

**B.B.A Human Resources Management**

December 2019

- Studied business abroad at Newbold College in Bracknell, UK September-December 2017
- Participated in Enactus chapter for Grow, Create, Share project August 2018-May 2019
- Developed an X-Culture International Project with a global team August-December 2019