Katie Morelock-King

 1102 Yeager St.

 Honey Grove, Texas 75446

 903-715-5465

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective:**

To build and inspire leadership in a team setting

**Skills**

* Knowledge of professional ethics
* Ability to demonstrate knowledge of group dynamics
* Ability to leverage the information available even if all the facts are not provided to make the best decision possible
* Ability to write clear and accurate reports
* Knowledge of observing and interviewing techniques
* Ability to manage and resolve conflicts, grievance, confrontations or disagreements in a constructive manner to minimize negative personal impact
* Ability to identify problems, determine accuracy and relevance of information, use sound judgment to generate and evaluate alternatives and make recommendations
* Ability to display high standards of ethical conduct
* Ability to manage one’s own time and the time of others
* Ability to provide exceptional skills for the purpose of office organization, compliance, and communication

**Education:**

Paris High School, 1998 High School Diploma

Kaplan University, 2013, bachelor’s in criminal justice

Kaplan University, 2015, Master Business Finance

**Work History:**

**Texas Department of Family Protective Services**

CVS Specialist II 03/2019-Present

* Provides written present and impending danger assessments
* Develops with the family a signed Present Danger Plan and a signed safety plan for any identified threats and interventions
* Works closely with law enforcement and community stakeholders
* Manages and modifies safety plans as necessary during the investigation
* Assesses danger threats, child vulnerabilities and caregiver protective capacities in order to determine whether a child is safe or not safe
* Schedules and gathers information for and participates in case staffing's
* Arranges emergency placement for any child that cannot safely remain in the home
* Conducts initial/ongoing child present and impending danger assessments
* Stand in as acting supervisor and complete all supervisory duties and activities when the unit supervisor is away from the office
* Conducts investigations regarding allegations of abuse, neglect, abandonment and/or special conditions for children
* Collects information through observation and interviews with the children, parents, relatives, neighbors, and other parties associated with the case, as well as analysis of criminal, past service history and other records
* Be an effective and active model and mentor for other the other specialist in the unit
* Schedules and gathers information.

**Texas Department of Health and Human Services**

Human Resources Tech and Compliance Auditor 05/2018-03/2019

* Assist in developing scope, performing testing and developing findings under the direction of Internal Audit management
* Perform reviews of working papers to ensure accuracy and completion and assist in clearing any review points provided by team leads and / or audit management
* Develop detailed working papers to provide enough evidence of work completed in the execution of the audit program
* Communicate with operating and financial management, establish and maintain strong working relationships with all levels of management
* Plan and manage internal audit mandates, including documentation of work performed, and management of costs and time for the mandates
* Develop working papers evidencing performance of all audit work
* Assist the Lead Auditor in planning and managing audit mandates
* Prepare audit reports to management documenting the work performed and if audit issues were identified, provide recommendations to address the issues
* Develop suggestions for process efficiencies and control improvement based on work performed
* Basic knowledge of and ability to adhere to appropriate professional standards
* Knowledge of computer hardware and applicable software. Proficient in Microsoft Office Suite Access, Microsoft Outlook, and Internet
* Ability to be adaptable, flexible, capable of working both independently and in teams
* Proficient knowledge and ability in the following types of software packages: spreadsheet, word processing, auditing, and accounting
* Proven ability to build strong relationships with key stakeholders, desire to learn quickly, be flexible and think strategically
* Able to demonstrate professional knowledge of auditing practices and procedures to give advice and guidance as appropriate

**CashMax**

Manager 08/2015- 05/2018

* Supervised accounts receivables clerks, team of five.
* Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
* Discovered major instances of fraud, embezzlement and large balances due.
* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
* Prepared accurate financial statements at end of the quarter.
* Reviewed collection reports to determine the status of collections and the amounts outstanding balances.
* Worked with management at the project level to ensure expense plans are achieved.
* Collected and reported monthly expense variances and explanations.
* Established procedures for custody and control of assets, records, loan collateral and securities to ensure safekeeping.
* Created strategies to increase client revenue and reduce client spending.
* Entered numerical data into databases in a timely and accurate manner.

**Security Finance**

Manager 5/2013 – 8/2015

* Provided exceptional customer service with regard to day-to-day HR issues.
* Reviewed and processed transactions concern salary increases, new hires, transfers and terminations.
* Responsible for candidate screening, reviewed and processed transactions concern salary increases, new hires, transfers, and terminations.
* Ensured the proper onboarding process for new hires, and other payroll and benefits related paperwork.
* Developed and maintained positive working relationships between directors, managers and co-workers.
* Handled complex employee relations issues from inception through resolution.
* Provided coaching solution-oriented advice that maximizes performance and mutual win-win understandings.
* Entered numerical data into databases in a timely and accurate manner.
* Scanned documentation and completed daily data entry per policy.
* Organized forms, made photocopies, filed records and prepared correspondence and reports.
* Adhered to all confidentiality policies and procedures.
* Investigated and resolved customer inquiries and complaints in an empathetic manner.
* Met all customer call guidelines including service levels, handle time and productivity.

**Rent-A-Center**

Financial Manager 7/2006-12/2010

* Supervisor/Management
* Client Resolution and Tracking
* Account auditing and consumer maintenance
* Recruiting and managing volunteers for successful community appreciation.
* Prepare and interpret client information
* Research and investigate available opportunities through research, surveys, and personal interactions to configure what is needed in each facility.
* Review clients' accounts and plans regularly to determine whether life changes, economic changes, or financial performance indicate a need for plan reassessment.
* Research and investigate available opportunities through research, surveys, and personal interactions to configure what is needed in each facility.
* Review clients' accounts and plans regularly to determine whether life changes, economic changes, or financial performance indicate a need for plan reassessment.