

MOLLY A. TABOR

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PROFESSIONAL EXPERIENCE

Commonwealth of Kentucky

Frankfort, Kentucky

Kentucky Department of Public Health AIDS/HIV Branch | Grant Administrator | April 2022- Present

Responsibilities include (but not limited to):

- Responsible for the execution of a 5 year multimillion dollar federal grant, process and monitor expenditures from state and subrecipients, investigate and correct discrepancies in invoicing or processing, approval of subrecipient budget and work plans, recruit additional subrecipients as funding allows, educate about the grant allowable expenses and ensure all regulations are being followed, prepare and submit federal reports regarding funding carryover, business plans, and quarterly financials and reviews, represent Kentucky at monthly HRSA EHE funding calls, virtual conferences, and HRSA development conferences, collaborate with CDC HRSA on Kentucky's execution to fulfill federal grant obligations, represent Kentucky DPH at public events such as the state fair and other conferences, communicate to state officials the progress and highlights of the grant and it's subrecipients, collaborate with STD Surveillance to identify infection clusters and recruit testing and treatment sites available to assist those areas, complete site audits and annual trainings for facilities, prepare budget forecasting for federal and state partners against yearly grant award

Office of Human Resource Management | Human Resource Generalist III | February 2022- April 2022

Responsibilities include (but not limited to):

- Reviews, evaluates and provides technical guidance for the approval of personnel, position actions and benefits documents. Makes recommendations regarding routine actions to agencies. Facilitates transfers, promotions, reclassifications, demotions, register requests, and other personnel actions, maintain payroll records, and provides technical assistance in payroll activities in accordance with federal, state & local guidelines. Identifies and corrects routine payroll errors by working the semi-monthly payroll reports and oversees timesheet administration for an assigned agency. Ensures timesheets are accurate to produce payroll, Execute the payroll aspect of the Workers Comp program & applies Total Temporary Disability benefits to payroll records. Assists agency employees & managers in understanding & applying regulations/statutes. Ensures activities related to personnel, payroll, benefit programs, health insurance & Worker's Comp are accurate & within defined procedures. Process and evaluate FMLA applications and Worker's Comp Claims in accordance with state and federal guidelines and regulations. Responds to inquiries & provides general guidance as needed. Serve as the Cabinet for Health and Family Services LinkedIn recruitment liaison, providing recruitment support for hard to fill vacancies within the agencies.

Division of Women's Health | Administrative Specialist III | April 2021 – September 2021

Responsibilities include (but not limited to):

- Provide professional support to the division head, office or unit in developing, implementing and maintaining various complex programs, projects or activities, Develop spreadsheets/dashboard to track all division payments through the contractual agreements in order to assess if additional funding is required to meet contractual obligations, Provide contract monitoring of the agreements with outside agencies, Make monthly payments to the health systems that are contracting with the division through eMars, Complete and track entering and approval process of PPATS and provide additional support as needed, Submit and track invoices using KITS program, Maintain division Pro-Card; monitoring and balancing monthly with US Bank, provide justification and funding structure for all purchases, follow strict rules and regulations regarding Pro-Card program, Serve as personnel liaison between division and Cabinet for Health and Family Services offices, Complete Personnel Action Forms for hiring, transfers, separations, and other changes needed from division employees, Construct interview packets and manage position requisitions from MyPurpose program, Represent the division in attending weekly and monthly meetings with various departments including Procurement and Office of Human Resource Management

RedMile Gaming and Racing

Lexington, Kentucky

Player Services & Gaming Administrative Supervisor/ Manager on Duty | August 2021 – February 2023

Responsibilities include (but not limited to):

- Promote excellent customer service to every customer, ensure safety, security, and discretion of employees and guests at all times, complete various logs and documentation regarding guest accounts, execute training and development of team members, escalate issues to proper authority as needed, supervise and direct staff of

approximately 50 members, audit data entry through address verification, create and implement all department SOPs, streamline department and company processes and documents, process bi-weekly payroll for department, track time and attendance for team according to policy, coach team members and issue disciplinary action when necessary according to the employee handbook, calculate accrued PTO for team members and post against special request off, assist in department shift scheduling, responsible for recruitment, interviewing, and hiring process according to policy for both departments, develop team engagement activities, execute and compile hourly reports for stakeholders and management for Gaming Department, End of Day financial reporting, assist with machine malfunctions on gaming floor and investigate player issues, assist with jackpot payouts and tax paperwork, ensure guests and employees understand tax withholding rules pertaining to jackpot payouts, oversee operation of over 900 games by 6 different vendors including Ainsworth, IGT, AGS, SCI, Exacta, and Amtote, monitor guest activity on gaming machines and offering instruction when needed, investigate and monitor gaming and guest activity using WIN and Wigos

- Responsible for entire facility, guests, and employees while Shift Manager on Duty, settle guest and employee disputes, handle questions and concerns, execute departmental decisions based on the best interest of the company, investigate all issues working with all department supervisors and leads, promote marketing activities to guests, approve and review large jackpot payouts as necessary and co-signing payout checks as needed, compile End of Day synopsis of financials and department summaries for Directors, CEOs, and Owners.

University of Kentucky

Lexington, Kentucky

Family and Consumer Science

Nutrition Education Program | Administrative Staff Support | October 2018 – March 2021

Responsibilities include (but not limited to):

- Monitor and report expenditures for two multi-million dollar grants, Evaluation and make recommendations on department process and procedures, Execute monthly reconciliation of the EFNEP grant and projection of the year, Utilize SAP and B/W Reporting to execute grant line item, pi summary, and payroll reports monthly or as needed by Director, Monitor payroll and review of budget documents, Work with program staff and program investigators to resolve any discrepancies in account postings, encumbrances or budget line items, Provide reporting and tracking using SAP for all TRIP encumbrances of our state staff and 116 program assistants, Conduct purchasing for NEP, EFNEP, and SNAP-Ed grants through SRM based on standard UK purchasing and operating procedures, Perform monthly audit of account encumbrances to be sure they are cleared by the close of fiscal or grant year, Monitor confirmations and invoices are posted in a timely matter, Track all Purchase Orders up to payment documentation in shared Excel spreadsheet, Create and provide support to NEP staff on financial reports to CHFS and Extension administration, Contribute to documentation processes, record keeping systems, and preparation for state and federal audits, Serve as backup within the department for proofing and processing Payment Request Documents in MyUK IRS/SAP according to funder requirements by University Accounts Payables rules, regulations, and deadlines, Submit copy reimbursements for 120 Kentucky counties in MyUK IRIS/SAP Payment Request Documents quarterly and in a timely matter acquiring necessary approvals and documentation, Implement best practices that I learned from UK Training and Development regarding communication, meeting focuses, and policy change information, Process invoices for payment with department Procurement Card according to funder requirements and grant, completing the ProCard Voucher for account editing, obtaining appropriate approvals and required justification, Implemented and created a process for sending reimbursement documentation to all 120 counties for county budget reconciliation,

Nutrition Education Program | Staff Support II | April 2017-October 2018

Responsibilities include (but not limited to):

- Provide the necessary oversight, guidance, and training to 116 Nutrition Education Program Assistants and over 400 County Agents across 120 counties in submitting monthly and overnight travel through MyUK SAP/IRS Travel Services TRIP program related to NEP, proof their submitted TRIP for errors, justification according to funder requirements of 2 different grants, reflection of KERS reporting, and submit for further department budget approvals, Monitor and track all Nutrition Education Program travel through an Excel spreadsheet or MyUK Enterprise Services Workflow and communicate with staff and supervisors who do not meet deadline requirements the penalties that occur if deadlines are not met, Process and monitor reimbursement receipts for 116 NEP Program Assistants and over 400 County Agents

spanning all 120 Kentucky counties by analyzing each request for accuracy, timeliness, and justification before coding by University Accounts Payable General Ledger accounts according to funder requirements of 2 different grants, aide in resolving any discrepancies with program staff and program investigators, Submit payment in MyUK IRIS/SAP Payment Requests, Serve as backup within the department for proofing and processing Payment Request Documents in MyUK IRS/SAP according to funder requirements by University rules, regulations, and deadlines, Submit copy reimbursements for 120 Kentucky counties in MyUK IRIS/SAP Payment Request Documents quarterly and in a timely matter acquiring necessary approvals and documentation, Facilitate state staff meetings, agendas, and trainings, Process office supply orders and special supply requests to meet state office needs and for satellite offices according to grant funding either using MyUK SRM e-catalogs or department Procurement Card, Modified the computer inventory database using Microsoft Excel for all Program Assistants in 120 counties, document changes to equipment, and aide in filling equipment requests, Prepare travel arrangements including airfare, hotel, and registration using Concur and AAA and department Procurement Card according Travel Services and Accounts Payable rules and regulations, Process invoices for payment with department Procurement Card according to funder requirements and grant, completing the ProCard Voucher for account editing, obtaining appropriate approvals and required justification,

UK Parking and Transportation | Staff Support I | October 2016-April 2017

Responsibilities include (but not limited to):

- Provide customer service support to over 40,000 campus faculty, employees, students, vendors, and visitors as well as assist UK Medical Center employees, patients, and families inquiring about parking areas, permits, and campus directions, ensure proper permits requests are issued based on individual classifications and approvals using UK IRIS/SAP system, Educate permit holders of University and Medical Center parking rules and regulations, Assist customers with questions and payments including citations, communicate with the department on issues and policies, answer phone calls and maintain student and employee confidentiality, Balance daily cash drawer, execute daily balance reports, Problem solve any issues with a customer, sale, or balancing, Assist in account holds for students with unpaid citations, assist management with any special projects or reports, day end department closing and reports, Communicate with UKPD nightly regarding vehicle tows and vehicle immobilization,

UK Analytics and Technology | Customer Service Representative | July 2016-October 2016

Responsibilities include (but not limited to):

- Provide fast response customer service on a multi-line phone system, ability to acquire the caller's department need for questions, Assist callers using basic knowledge of UK Medical Center and Campus, Follow HIPPA guidelines and IT protocols, Validate and page on-call physicians for patients and family needs using Microsoft Access database, Reset MyUK passwords for students and staff using UK IRIS/SAP system, Provide tier 2 technical support for campus including mobile email setup, campus applications, and email storage.

EDUCATION

Louisville Technical Institute | Graphic Design | Louisville, Kentucky

Breckinridge County High | 2003 Honors Diploma & Vocational Major Diploma | Harned, Kentucky

Breckinridge County Vocational School | Desktop Publishing and Accounting Certificates | Harned, Kentucky

CERTIFICATIONS & COMMITTEES

- Kentucky Horse Racing Commission Association Employee
- St. Lawrence Parish Finance Council Chair
- St. Lawrence Parish Council
- Commonwealth of Kentucky Safety Committee
- Commonwealth of Kentucky Unconscious Bias Initiative
- University of Kentucky Campus Emergency Response Team
- UK Business Procedures Certification Series for Human Resources, Financial, and Student Life Cycle – Graduated December 2018
- UK Essential Leader Certification – Completed June 2019
- UK Certified Training and Development Instructure – Completed August 2019
- Microsoft Office Certification – Obtained 2005, renewed 2007 and 2009
- American Red Cross First Aid and CPR Certification