



**JULIE
MAYFIELD**

Professional Experience:

- Experienced in employee benefits, human resources and credit analysis.
- Was responsible for all payroll functions, including payroll tax returns and W-2 preparation.
- Consulted with clients to develop a Section 125 Flexible Benefit Plan for their employees.
- Conducted employee group meetings and individual enrollments.
- Oversaw day-to-day claims administration of Flexible Health Care and Dependent Care Accounts.
- Performed accounting functions for the company, such as billing, payroll, and bank reconciliations.
- Served as the Kansas City human resources representative for four branches of a St. Louis bank.
- Processed employee paperwork, placed employment ads, conducted interviews, conducted benefit meetings and new employee orientations.
- Analyzed financial statements and prepared written financial summaries of existing and potential commercial loan clients.
- Presented loan analyses at commercial lending meetings.

Employment History:

- Business Manager, Shockey Consulting Services, Lenexa, Kansas, Since 2007
- Employee Benefits Specialist, LINC Administrative Services, Inc., Fairway, Ks, 6 years
- Human Resources Representative, Mark Twain Banks, 1 year
- Credit Analyst, Mercantile Bank, 2 years

Education:

B.S. Business Administration, University of Kansas, 1988.

Contact Information:

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