

Dave Lingel
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Objective

Seeking an opportunity to work with a fully engaged team to promote organizational growth and facilitate individual and group success.

Professional Experience

Progression Management Consulting, Inc., Marietta, GA **Senior Consultant**

September 2012 to Present

- Responsible for 100% of operations including strategic planning, marketing, web site development, accounting, client services
- Provide wide variety of consulting and support services to small employers in the area of Human Resources Management
- HR seat and Membership Committee Member: West Cobb Business-to-Business Strategic Alliance

Galanti & Company, P.C., Dunwoody, GA **Firm Administrator**

October 2007 to December 2012

- Responsible for office operations including: facility management, billing & collections, administration of training & development programs; performance management & appraisal; recruiting; administration of group health, dental & life insurance plans (including renewal negotiations); administration of 401(k) plan; administration of payroll; administration of COBRA; administration of PTO program; maintenance of personnel files; facilitation of complaint process & conflict resolution; counseling
- Supervision of six-person administrative staff
- Facilitator of all staff & management meetings including semi-annual strategic management retreat
- Reduced turnover by 50% of historic rate
- Implemented partner mentorship program
- Mitigated insurance premium increases through plan changes resulting in two consecutive years of single-digit increases

Pine State Mortgage, Sandy Springs, GA **Payroll Coordinator**

September 2006 to September 2007

- Responsible for administration and execution of in-house payroll including: processing of semi-monthly payroll for hourly, salary & commission employees; calculation, reconciliation and processing of payroll tax returns & 401(k) deferrals; administration of PTO program; maintenance of HRIS and related data
- Administration of Medical & Daycare Flexible Spending Accounts
- Assist HR Director in administration of group health, dental, life & disability insurance plans including: reconciliation of monthly insurance bills; facilitate processing of enrollment changes and billing corrections with insurance carriers
- Assist HR Director in administration of orientation programs including presentation of orientation program to new hires

Cuthill & Eddy (now Carr, Riggs & Ingram), Winter Park, FL
Firm Administrator

September 1999 to June 2006

- Responsible for office operation including: time & billing, logistics, payables & receivables, administration of group health & life insurance plans (including renewal negotiations); administration of 401(k) plan; administration of payroll; administration of PTO and compensatory time programs; maintenance of personnel files;
- Supervision of four-person administrative staff including recruiting
- Supervision of internal accounting
- Administration of IT
- Administration of Time and Billing System including all training related to use of system
- Implemented remote access program to facilitate fieldwork and tele-working
- Redeveloped and implemented procedures for processing of accounts payable

Community Health Centers, Inc, Apopka, FL
Payroll Clerk

December 1996 to September 1999

- Responsible for administration and execution of payroll including: processing of bi-weekly payroll for hourly, salary & contract employees; calculation, reconciliation and processing of disbursements to insurance carriers & 401(k) deferrals; maintenance of HRIS and related data

Software Proficiencies

- ADP Easy Pay Net and RUN
- CCH ProSystem fx Practice Management
- Google Docs
- Microsoft Excel
- Microsoft Outlook
- Microsoft Powerpoint
- Microsoft Word
- Quickbooks
- Sage Abra

Education

- University of Central Florida: B.S.B.A., Human Resource Management
- Florida Metropolitan University, A.S., Computer Information Systems

Professional Associations

- Society for Human Resource Management
- West Cobb Business Association
- WCBA B2B Strategic Alliance

References Available Upon Request