

# ANNETTE METZ

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Objective and Summary: To utilize my skills for service as a medical social worker. I am dedicated to assisting the less fortunate by serving as a liaison and advocate to enable their needs to be met within the scope of available resources within a medical setting. I strive to be hardworking, helpful, approachable, am not afraid of challenges, and am able to connect with individuals from all walks of life.

## EXPERIENCE

### SUMMERS OF 1997 – 2002

#### SALES, CHRISTIAN BOOKS

Shared Christian books door-to-door on a donation basis for my college education.

Organized meal plans for a group of 20 for 4 summers

Managed daily finances

Learned skills that would be beneficial in meeting others

Cared for the needs of others through prayer and listening

### APRIL 2003 – 2016

#### PT ADMIN. ASS'T, LITERATURE MINISTRIES DEPARTMENT

#### MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS

\*Provided occasional sales training

\*Worked with the clerk's offices in municipalities regarding the presence of our youth in their communities and provided all necessary documentation, forms, and applications, ID, reviewed ordinances, alerted attorneys to apparent religious liberty violations for review, provided fully annotated notes for all correspondence, and was successful in resolving most conflicts without legal intervention

\*Answered calls and responded to requests with immediacy

\*Processed and maintained a credit card register for Christian sales reps

\*Maintained and prepared the inventory count for annual audits

\*Worked on a monthly newsletter

\*Prepared Student Acceptance packets, received paperwork, ensured all employment paperwork was in order before presenting to HR

\*Prepared inventory for shipment, shipped, and maintained shipping notes for online customers and billed customers

\*Edited numerous articles, stories, and blurbs for publication related to the ministry

### 2016-2019

#### FT ADMIN. ASS'T, HUMAN RESOURCES DEPARTMENT

#### MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS

\*Created/Distributed Inter-office employment memos regarding hiring changes

\*Made appropriate changes in the APS payroll system for payroll set ups, retirement, EEO info, direct deposit, etc.

- \*Processed new hire paperwork and communicated with hiring entities or employees regarding any additional documents or changes that were needed
- \*Filed reviewed I-9s, W-4s, Healthcare forms, VOEs, inter-office memos, etc.
- \*Entered employees into healthcare portal, including supplemental coverages elected (and shared with the Treasury Dept, as needed)
- \*Assisted callers with payroll online support, background check system support, healthcare coverage questions, and other HR-related questions
- \*Updated retirement elections and alerted the retirement company to changes
- \*Assisted the Treasury Dept with correcting payroll errors
- \*Filed Terminated I-9s, W-4s for shredding at a future date
- \*Conducted annual EEO Reports for the conference to the state
- \*Processed annual auto-escalation of retirement benefits for all employees in the payroll system

**2019-2021**

**ASS'T DIRECTOR, LITERATURE MINISTRIES DEPT.**

**MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS**

- \*Created a weekly newsletter using MailChimp
- \*Edited stories that were given for publication in a number of periodicals
- \*Followed up on Bible study interests received and served as a liaison for local Bible study reps.
- \*Worked with female sales reps door-to-door
- \*Created new initiatives utilizing small pamphlets that could be used in a local setting in a creative and attractive format
- \*Preached in churches in order to inspire them to utilize literature ministry in their outreach
- Worked with a website developer to suggest changes and edits that would benefit the website

**2021-2023 (MOVED TO INDIANA: HUSBAND = PASTOR AND REC'D CALL)**

**CERTIFIED NURSING ASSISTANT, PRN**

**BETHEL MANOR**

- \*Conduct all necessary nursing assistant duties

## EDUCATION

**06/1998**

**HIGH SCHOOL DIPLOMA, OAKCREST HIGH SCHOOL**

**MAYS LANSING, NJ**

Graduated 3<sup>rd</sup> in my class with honors.

**12/2009**

**BA IN GEN STUDIES, EMPHASES IN EDUCATION AND RELIGION, GRIGG'S UNIVERSITY**

**08/22-PRESENT**

**MSW GRADUATE STUDENT, SOUTHERN ADVENTIST UNIVERSITY**

GRADUATING 12/2024

02/23-12/23

**INTERN, AMERICAN RED CROSS**

06/23-12/23

**INTERN, YWCA**

01/24-11/24

**INTERN, DEACONESS CROSS POINTE**

## **SKILLS**

- Activity Coordination
- Verbal and Written Communication
- Relationship Building
- Interpersonal skills
- Teamwork and collaboration
- Writing
- Attention to Detail
- Community Outreach
- Strong work ethic
- Caring and personable
- Adaptable
- Willingness to learn

## **ACTIVITIES**

I am very active in my local churches which my husband pastors and appreciate getting to know people and their individual stories. We have 2 children, ages 15 and 18, and enjoy hikes, mini-golfing, traveling, photography, and spending quality time together. In addition, I enjoy writing and editing short story articles for publication.