

DANE T. OLSEN

 Arvada, CO |  720-445-1561 |  Danetolsen@gmail.com

Professional Summary

Detail-oriented and versatile accounting and operations professional with over 10 years of experience in bookkeeping, billing, office management, and client relations across diverse industries including oil, environmental services, and hospitality. Skilled in process improvement, financial reconciliation, and team coordination. Recognized for strong communication, organization, and problem-solving abilities.

Professional Experience

Rhinehart Oil – Denver, CO

Billing Specialist | *April 2025 – Present*

- Generate and process client invoices accurately and in compliance with contracts and policies.
 - Review billing data for completeness and resolve discrepancies promptly.
 - Communicate with clients, vendors, and internal departments on billing and payment issues.
 - Maintain financial records in QuickBooks, Excel, Word, and PDI.
 - Monitor aging reports and assist with collections efforts.
 - Support month-end close processes including inventory and financial reconciliations.
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Elevations Bookkeeping Solutions – Arvada, CO

Owner / Full-Charge Bookkeeper | *October 2022 – Present*

- Provide full-cycle bookkeeping services for small business clients.
- Reconcile bank statements and maintain accurate ledgers.
- Manage payroll, prepare and file payroll taxes, and generate monthly financial reports.

Paragon Environmental – Golden, CO**Accounts Manager / Estimator / Office Manager** | *April 2021 – September 2022*

- Managed client accounts, prepared estimates, and scheduled projects.
 - Processed permits, organized job documentation, and maintained compliance files.
 - Coordinated employee licensing, training, and daily crew schedules.
 - Served as main client liaison, ensuring communication and satisfaction throughout projects.
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Isle of Capri – Blackhawk, CO**Poker Dealer** | *July 2017 – February 2021 (COVID Layoff)*

- Dealt poker games with precision while maintaining integrity and player engagement.
 - Handled cash and chip transactions in compliance with casino regulations.
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Watco Companies – Keenesburg, CO**Transloading Operator** | *January 2014 – February 2016*

- Conducted safety inspections and managed the crude oil transloading process.
 - Ensured compliance with environmental and safety standards.
 - Performed general maintenance around the facility.
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Lafayette Fire Department – Lafayette, CO**EMT-B / Firefighter** | *March 2013 – May 2014***Bennett Fire Protection District – Bennett, CO****EMT-B / Firefighter** | *February 2013 – March 2013*

- Conducted emergency response, patient care, and equipment maintenance.
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Capital City Ambulance – Aurora, CO**EMT / Driver** | *July 2012 – January 2014*

- Responded to BLS and ALS emergency calls, providing field medical support.
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ExecNet Properties – Denver, CO**Bookkeeper / Operations & Warehouse Manager** | *February 2002 – March 2011*

- Managed A/R, A/P, payroll, and invoicing for operations.
 - Oversaw warehouse activities, vendor relations, and procurement.
 - Recruited, trained, and supervised staff while coordinating large-scale projects.
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Quizno's Subs – Denver & Arvada, CO**Manager** | *January 1999 – February 2002*

- Supervised daily restaurant operations, staff scheduling, and training.
 - Managed inventory, ordering, payroll, and financial reporting.
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Education & Certifications**Reeths-Puffer High School – Muskegon, MI**

High School Diploma | 1998

Western Michigan University- Kalamazoo, MI

- General Studies | 1998

Health One EMS – Englewood, CO

- EMT-B Course Graduate | 2012
- IV Certification | 2012

Red Rocks Community College – Lakewood, CO

- Colorado Firefighter I & Hazmat Ops Certifications | 2012
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Technical Skills

Software: QuickBooks, Microsoft Excel, Word, Outlook, PDI, Xactimate, Oscar

Core Competencies: HTML Coding, CSS Coding, Billing & Invoicing, Payroll Processing, Financial Reporting, Account Reconciliation, Process Improvement, Customer Relations, Team Leadership

Additional Strengths

- Strong verbal and written communication skills.
- High attention to detail and organization.
- Proven ability to multitask and adapt in fast-paced environments.