

KATE VILJOEN

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Qualifications Summary

- Detail-oriented and analytical business professional with over 3 years' high-volume A/P, A/R, and billing experience across numerous industries, both domestically and internationally.
- Extensive customer service experience in retail and technical sales fields provide a solid foundation to reliably grow relationships with clients, colleagues, and executives at all organization levels.
- Highly motivated self-starter, able to prioritize and complete multiple tasks, and perform effectively under pressure. Recognized for consistently exceeding performance goals.

Key Skills

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|-------------------------|-----------------------------------|---------------------------|
| • Accounts Payable | • Vendor Management | • Scheduling & Planning |
| • Accounts Receivable | • Spreadsheet & Database Creation | • Executive Assistance |
| • Payment Processing | • Report & Document Preparation | • Technical Product Sales |
| • Billing & Collections | • Customer Service | • Technical Writing |
| • Corporate Bookkeeping | • Office Management | • Org Psychology |

Tech Skills: Advanced user of QuickBooks, all MS Office Suite, Adobe, and multiple CRM/ERP systems.

Work Experience

FICTION WRITER

March 2013 to Present

- Writing sci-fi/fantasy novels and short stories for publication
- Completion of 5th novel in Fall of 2019, currently working on time travel trilogy

PORTLAND KETTLE WORKS, Portland, OR

Jul 2017 to Feb 2018

Accounting Clerk and Office Administrator

- Solely responsible for full-cycle A/P and A/R processing for 8+, multi-revenue business entities
- Daily invoice verification, approval, and entry into QuickBooks (Desktop and Online); reviewing and creating weekly payables batches, check register processing, and daily bank account reconciliation, investigating and resolving any discrepancies as needed
- Monitor company credit card transactions and process related expense reports, compiling receipts, verifying charges, and coding for all top executives
- Initiate and process wire transfers within the bank and accounting systems across all entities, receive and record deposits, cash, and checks, monitor and process Square payments for retail location
- Assist in month end/closing duties, balance sheet reconciliations, and G/L journal entries, directly supporting Controller and CEO
- Track overall status of customer projects in multiple CRM platforms; create invoices and remittance reminders, monitor and collect on aged accounts, organize domestic and international freight shipping upon project completion
- Provide general support to managers and employees, overseeing all office activities, such as; filing, opening mail, organizing meetings and taking minutes, answering phone calls, reordering supplies, and updating and maintaining office policies and procedures

Ad-hoc Organizational Psychologist, 08/15 – 07/18, (Worked Remotely)

- Analyze various psychometric assessment reports to facilitate clients in hiring selection and employee development, provide verbal feedback and coaching regarding individual profiles to clients and participants as needed

OD/HR Administrator, 02/15 – 08/15

- Responsible for generating, monitoring, and entering invoices, expense reports, payments, and reimbursables in MYOB for the entire OD/HR team
- Overall office support including editing and formatting presentations and documentation, client liaising, CRM system maintenance, event planning, supply ordering, and IT assistance
- Psychometric assessment administration and report editing for both clients and participants

SKYFUEL, INC., Arvada, CO

March 2010 to March 2013

Office Manager and Executive Assistant, 01/11 – 03/13

- Assist with A/P, including processing purchasing orders, entering invoices, fortnightly time sheets, and monthly expense reports into QuickBooks
- Manage CRM system, proprietary document storage, non-disclosure agreements, server back-up, and IT support as needed; maintain presentation of the office, order supplies, new employee orientation, meeting scheduling and preparation, and oversee all travel arrangements
- General support for engineering team with technical writing, document review, and editing; directly support CEO with draft messages to employees, presentation slides, press releases, and expense reports

ReflecTech© Sales Manager, 01/12 – 03/13

- Facilitate sales of ReflecTech©, including quotations, invoicing, and receiving payments in QuickBooks; respond to sales related emails and phone calls, vet customers, provide samples, maintain customer interaction and support

Receptionist and Assistant Office Manager, 03/10 – 12/10**BORDERS, INC., Boulder, CO**

Aug 2008 to Feb 2010

Shift Supervisor, 07/09 – 02/10**Bookseller, 08/08 – 06/09****UNIVERSITY OF COLORADO, Boulder, CO**

Feb 2006 to Feb 2009

Cognitive Psychology Research Assistant

Education	
California Personality Inventory Certification	2017
QuickBooks Certified User, Real World Training	2011
University of Colorado, Boulder	2009
Bachelor of Arts, English Bachelor of Arts, Psychology	
Publications	
Towse, J. N., Hitch, G. J., Horton, N. and Harvey, K. (2010), Synergies between Processing and Memory in Children's Reading Span. Developmental Science, 13: 779–789.	

Graduated with Distinction, Phi Beta Kappa Honor Society