

Michael Murrey

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OBJECTIVE

Find my place as a valued member in an organization that utilizes my skills in communication and problem solving to their fullest extent, furthering not only my own goals but also those of the company.

EDUCATION

B.S. in Business Administration

Colorado Christian University, Lakewood, CO

Cumulative GPA: 3.86

Graduation: May 2019

B.S. in Accounting

Colorado Christian University, Lakewood, CO

Cumulative GPA: 3.86

Graduation: May 2019

Front Range Community College, Westminster, CO

- Earned over 20 credits in dual enrollment while in high school

Cumulative GPA 4.0

Graduation May 2014

WORK EXPERIENCE

Sr. Foundation Accountant at SCL Health

Broomfield, CO

February 2021-November 2021

- Created and managed all Journal Entries for five non-profit foundations within SCL Network
- Prepared monthly Financial Statements and presented comprehensive information to Foundation Directors
- Maintained frequent communication with other departments and personnel posted at each foundation
- Consistently adhered to deadlines and production dates with little to no oversight from management

Staff Accountant at Wagner & Associates

Westminster, CO

December 2019-February 2021

- Prepared over 500 tax returns during the tax season
- Communicated with each client directly through email and telephone
- Managed multiple businesses' monthly sales tax, bookkeeping, and quarterly financial reporting processes
- Fielded client questions and provided knowledgeable assistance with various financial and tax related issues

Game Advisor at GameStop

Broomfield, CO

July 2015-October 2016

- Provided superior customer service and one on one interaction with store patrons
- Assisted customers with purchasing decisions and advice on various topics
- Closed cash drawer with accurate balance nightly
- Received perfect employee evaluations twice during tenure

Administrative Assistant/Professor Aid at Colorado Christian University

Lakewood, CO

December 2014-May 2015

- Greeted and directed guests and students to the proper offices
- Assisted in creation of multiple events sponsored by the School of Business
- Prepared presentation materials for professors
- Managed gradebooks for seven classes and five professors

Cashier and Barista at Dunkin Donuts

Westminster, CO

April 2014-July 2014

- Provided fast and friendly service
- Completed orders in 120 seconds or less as per company policy
- Closed cash drawer with accurate balance nightly
- Received promotion offer within two months

VOLUNTEER EXPERIENCE

Voice over artist and editor of audiobooks for Librivox.org

September 2018-April 2019

- Contributed to multiple projects (total time spent over 140 hours)
- Recorded and produced two complete audiobooks

Meal Services volunteer at Applewood Baptist Church

Lakewood, CO

September 2014-January 2015

- Prepared food for families in need every Wednesday night
- Served food and assisted those who could not carry their trays

SKILLS/EXPERIENCES

- Presentations
- Public Relations
- Problem Solving
- Customer Service/Sales
- Certified in Microsoft Word, Excel, and Access
- Computer Hardware, OS, and troubleshooting

REFERENCES

Kereen Happe
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