

# SPENCER RICHARDSON

"Fast learner, dependable,  
and tech savvy." - Nicole  
Lysdahl (Director)

## CONTACT

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## PROFILE

Detail-oriented, analytical,  
double-degree graduate with 3  
years of industry-level  
computer coursework  
experience. Broad industry  
experience includes  
Aerospace, Real Estate,  
Distribution, Healthcare,  
Manufacturing, and Retail.

## SKILLS

- Microsoft Excel (VLOOKUP, Pivot Tables, Conditional Formatting)
- Salesforce, Yardi, Oracle DB
- SQL(MySQL,SQL Server)
- Project management
- Agile Methodology
- Spanish
- Programming

## EXPERIENCE

### HOA ACCOUNTING SPECIALIST

PROGRESS RESIDENTIAL

- Analyzed general ledgers for discrepancies and created Excel CSV files to import into Yardi property management software
- Submitted accounting coding for payment while updating records in Salesforce.
- Worked with management companies and HOAs to get payment disputes resolved.

### HOA COORDINATOR

PROGRESS RESIDENTIAL

- Updated information using Salesforce and Yardi, while logging and correcting errors using Smartsheet.

### INVENTORY AND RECEIVING SPECIALIST

FIRST RF

- Oversaw a team and wrote a formalized AS9100 certification procedure for storage and inventory control.
- Received materials/inventory and created LTC's (Lot Traceability Certificates) for components used in the builds.
- Kitted builds for production and transferred products to the line while updating the DBMS (database management system).

## EDUCATION

### BACHELOR OF SCIENCE, MAJOR IN CHEMISTRY

UNIVERSITY OF NORTHERN COLORADO

**Minor, Computer Information Systems** - Coursework topics include Computer Science, Web Development, Object Oriented Programming, Project Management, TCP/IP Network Security, UI/UX Design, Database Management Systems, Systems Analysis and Design, Graphical Interface Programming and Information Systems.

### BACHELOR OF ARTS, MAJOR IN SPANISH

UNIVERSITY OF NORTHERN COLORADO

## CERTIFICATIONS

GOOGLE DATA ANALYTICS CERTIFICATE

TESTOUT SECURITY PRO, I.T. CERTIFICATION