

Meira Pentermann

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Summary	Over twenty-five years in small business environment with experience in accounting, administration, and records management. Trained at Skill Distillery in software development. Meticulous, versatile, and independent.	
Skills & Software	Java 8, OOP, 91% on Oracle OCP-1 (formally OCA) Java Web Apps, Spring MVC, Maven, Gradle, REST, Servlets Introduced to Agile Methodologies, Scrum framework, Kanban principles SQL using mySQL, JPQL, JDBC, Database design and development HTML, CSS, XML, EL, JSP, Javascript, JQuery, Some Photoshop MS Windows, Mac OS, Linux command line Some Experience with Python - MIT's online class in 2015 Extensive Experience with MS Excel, including Pivot Tables Amateur Video editing with Magix Movie Edit Pro MX PDF Editing with Acrobat Reader DC Expert Quickbooks User, Quickbooks Pro and Enterprise Solutions	
Bell ATM Service	1999-Present	Controller/Human Resources Assisted in the development of an electronic parts repair and distribution company from two employees to thirty. Bookkeeping - A/R, A/P, sales tax, ACH, accrual accounts, tax prep HR - payroll, workman's comp audits, benefits, payroll deductions Records Management – e-filing, development of filing systems Extensive experience with Microsoft Office, Quickbooks, Acctivate Internet research projects, prompt and courteous email processing Business card design, Power Point presentations, marketing tools Some Adobe Photoshop experience and PDF editing in Acrobat Reader DC
Collen Management	1994-1998	Bookkeeper/Executive Assistant Responsible for all aspects of administration in an entrepreneurial company that was involved in projects on several venues, including real estate and oil. Bookkeeping - A/R, A/P, bank reconciliation, credit card reconciliation Developing, polishing, and distributing sales materials Incoming telephone calls, outgoing sales calls, and travel arrangements Attending county court petition proceedings Researching mining rights through county records Extensive experience with Word, Excel, Quickbooks, Quicken
Innovative Software	1989-1994	Bookkeeping/Administration/Sales Responsible for all aspects of administration in a software startup.
Education	Skill Distillery, Coding Boot Camp, 2017 edX, MIT's Introduction to CS using Python, 2015 University of Washington, B.S. Physics, 3.8 GPA, Phi Beta Kappa	