

IT/Accountant IT/Accountant IT/Accountant - Consentient LLC Centennial, CO I am an outgoing person with corporate experience and knowledge of accounting. I have worked in the corporate environment as an Assistant project manager until I changed my focus over to accounting in 2012. Proficient in Microsoft applications (Word, Excel, SQL) Certified admin for Microsoft Great Plains accounting software Type 60 words per minute Exceptional organizational skills Quickly adapt to computer applications Authorized to work in the US for any employer Work Experience IT/Accountant Consentient LLC 2014 to Present Daily transaction entry for local eye tissue transplant facilities Weekly update of the chart of accounts Weekly corporate sales reports Monthly ending inventory accounting Assistant Project Manager Design Mechanical, Inc 2008 to 2010 Reviewed daily safety sheets Maintained contact with vendors to ensure delivery success and timing Assisted in space management on job sites On-Site Safety Management Held safety meetings twice per week No injuries under my supervision 10 hour OSHA certification Education Associates in General Studies Arapahoe Community College 2005 to 2007 Bachelors in Accounting Metropolitan State University of Denver Skills Great Plains (5 years)

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