

# Alexa Lester

## Summary

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Precise Bookkeeper with history of reliability. Meticulous and dedicated to accuracy and efficiency.

## Experience

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November 2019- Present                      Special Projects Group, LLC                      Loveland, CO

### **Fleet Manager-Dispatch-Bookkeeper**

- Oversaw the logistics of running an 80-vehicle fleet, from preventative maintenance to repairs, holding to Amazon standards.
  - Increased new employee training to improve the retention rate and effectiveness of the company.
  - Changed roles to bookkeeping over delivery service and Novus Glass, a franchise windshield company.
  - Utilized Quickbooks to oversee the finances of the companies, reviewing bank and credit card transactions and doing monthly reconciliations.
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June 2018- August 2019                      Cultured Biologix, LLC                      Westminster, CO

### **Warehouse Worker, Bookkeeper**

- Limited bookkeeping consultations
  - Worked in fulfillment and shipping under time constraints.
  - Attention to detail required for prepping orders.
  - Maintained, organized, and cleaned the warehouse and facilities.
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June 2015- May 2018                      DepWorks Greenhouses, LLC                      Covelo, CA

### **Bookkeeper, Project Manager, Owner**

- Worked with Quickbooks to do Accounts Payables and Receivables, Journal Entries, and Expense Entries.
  - Coordinated jobs and created cost estimates for customers.
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## Education

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August 2012- May 2015                      Front Range Community College                      Fort Collins, CO

### **Associates of Applied Science- Accounting**

- Completed courses in Accounting Principles, Intermediate Accounting, Payroll Accounting, Personal Finance, Spreadsheets for Accounting, Computerized Accounting, Business Writing, Word, Excel, and Business Communication.