

BOOKKEEPER, TESTING SPECIALIST, WEB DESIGNER/ADMIN

Summary

I have over eight years of experience as a lead A/P and A/R clerk, over five as an uncertified bookkeeper and over three as an Office Manager.

I have over three years experience in both HR Generalist and Payroll (non-certified and non-union, multi-state experienced).

I also have five years experience in both Customer Service tech support and as a Help Desk (non-tech) support positions.

Highlights

- Office Manager, Accounting Manager, F/C Bookkeeper, Assistant Controller, Auditing, Financial or Systems Analyst, Database Administrator, complete financial reporting and G/L preparation, income/payroll/sales tax processing, reconciliations, marketing and market analysis, FDC & GAAP accounting principals, Human Resources Manager, Payroll Manager, Cost Flows/Plans, Project Planning and Technical Writer
- ADP (A/R & A/P, some payroll)
- Budgeting & financial planning
- ERP (Financial Accounting Systems and related tools)
- Great Plains
- Imaging (scanning) software
- Inventory-based systems
- Lawson Payroll
- Lotus Notes
- MAC computers
- MS PowerPoint
- MS Office
- Oracle (end-user, accounting-based systems)
- Quick Books Pro
- QuickBooks Pro (certified 2012)
- MS Office
- ASBDC Bookkeeping Training (2010-2012)
- Customer Satisfaction Skill Training (Merrill Lynch, 1986)

Accomplishments

Worked with sales team on building database tracking system for current in-process orders during printing process at Direct Mail Services.

Worked with team at Xerox ACS at tracking and updating database systems with updated information for clients.

Worked with team at various sites in Anchorage (see resume for more details) to update client databases and records, including information for lease rental properties.

Experience

Bookkeeper, Testing Specialist, Web Designer/Admin

January 2011 to May 2016 Quantitech i¼ Decatur , AL

General accountant

August 1991 to May 2016 Quantitech i¼ Norfolk , VA

Positions were temporary.

General accountant

June 2007 to May 2016 H&R Block, Inc. i¼ Milpitas , CA

Positions were temporary.

Bookkeeper

September 2011 to January 2012 State Of Indiana i¼ Batesville , IN

Laid off.

Research Associate for Xerox ACS

October 2014 to February 2015 H&R Block, Inc. i¼ Milwaukie , OR

Position was temporary.

Office Manager/Secretary

October 2008 to December 2008 Brilljant i¼ Champaign , IL

Position was temporary. Covered for secretary on vacation.

Accounting Clerk

July 2007 to January 2014 Allied Motion Technologies, Inc. i¼ Owosso , MI

Positions were temporary.

Bookkeeper

September 2001 to October 2003 Quantitech i¼ Unavailable , AL

Worked with Owner/President - Dan Shaver

Worked with sales team/mail processing staff

Updated/created new database tracking system for order processing/validation of order

Updated/maintained database of customer information

Updated/maintained database of vendor information

Reconciled banking accounts

Journal entries

Accounts Payable processing clerk

Accounts Receivable processing clerk

Invoicing

Statements

Billing accounts

Receivables

Stock ordering

Inventory

Correspondence - general

special projects for President/staff

some payroll using QuickBooks 2007

Accountant-General

July 1997 to May 2007 Ajilon-Finance i¼ City , STATE

Also worked out of Ajilon-Denver metro offices (1991-1997).

All positions were temporary.

Help Desk Support

October 2004 to February 2005 Symmetry Software Inc i¼ City , STATE

Help Desk Technician

October 2003 to February 2004 Symmetry Software, Inc i¼ City , STATE

General accountant

July 1997 to October 2003 Adecco i¼ City , STATE

All positions were temporary.

Operations Analyst/Database Administrator/Tape Processor

September 2000 to February 2001 Anthem i¼ City , STATE

- Completed tape processing for state, federal and retired employees' medical claims and WC claims;.
- Full reconciliation of large and small customer group accounts (medical billing).

Database Administrator/Accountant

March 1998 to January 2000 Palo Alto, Inc 1/4 City , STATE

- Complete financial preparation for outside CPA firms' review;
- Complete Accounts Receivable and Accounts Payable processing;
- Database administrator for current accounting system, including all data input & preparation;
- Sales tax preparation and reporting (for CPA firm and other corporate tax accounts);
- Full check processing and monthly/annual reporting;
- Full general ledger, journal entries and end-of-month and end-of-year accounting and full reporting;
- Assisted Controller with I-9s, 1099s, tax reports and other various tax forms processing for CPA;
- Assisted Controller with state auditing & tax accounting and all other necessary audits.

Education

Bachelor of Science : e-Business/e-Commerce , 6/02 University of Phoenix 1/4 City , State , USA

e-Business/e-Commerce for business and web development

BS-IT : Information Technology/Information Systems , 6/03 University of Phoenix-Lone Tree 1/4 City , State , USA GPA: GPA: 3.63

GPA: 3.63

Accounting, financial analysis, management) Transferred: 08/89 : Liberal Arts/Business , 05/89 University of Colorado 1/4 City , State , USA GPA: GPA: 3.6

GPA: 3.6 Liberal Arts/Business & Accounting/Finance

Certifications

Certificates in Quick Books Pro, MS Access, Photo Max, FoxPro and Lotus 1-2-3; Certificate of Appreciation (Anthem-West, 2000); Customer Satisfaction Skills (Certified 1989, Merrill Lynch) and assisted in marketing presentation for Fashion Bar for the Merrill Lynch retirement services \$6 million dollar account).

Interests

- Student Government - Assistant to Congresswoman; UCD-Denver, 1983-84;
- Optimist Club (International) - Lakewood (1986-1991);
- Volunteer at Samaritan House - Denver (prior 1991);
- Volunteer at Food Kitchen - Denver (prior 1991);
- Volunteer at local parishes - Lakewood & Littleton (1991-2003)

Affiliations

National Association of Professional Women

Small Business Administration - Wasilla, AK

ALPFA through Latin Business Association (National, student membership)

Additional Information

- AWARDS/HONORS Graduated top 10% of class at University of Phoenix-Lone Tree, CO (GPA 3.68)
- Director of the Board for Belmar Optimist Club, Lakewood, CO (1999-2003)
- Assistant Congresswoman, Student Council (University of Colorado-Denver, Congress) 1986-1989
- Honor Roll - Marycrest High School (1982-1983) & Physics Award (1983)

Skills

Accounting, administrative assistant, Bookkeeper, Database Administrator, e-commerce, e-Business, email, financials, financial analysis, financial planning, financial reporting, general ledger, human resources manager, Imaging, MS Internet Explorer, Inventory, Lawson, Lotus Notes, managerial, market analysis, marketing, medical billing, Access, MS Access, Excel, MS Office, MS Outlook, MS PowerPoint, PowerPoint, MS Project, Office Manager, Payroll, Quick Books Pro, Raiser's Edge, Real Estate, receptionist, reporting, SAP, scanning, secretarial, spreadsheet, Systems Analyst, tax accounting, tax preparation, Technical Writer, Timberline, Turbo Tax, Unix, Visio, and web master.