

Kelli Shelton

Secure a responsible career opportunity to fully utilize my training and skills, while contributing to the success of a company.

Skills

Attention to Detail
Reporting & Planning
Organization
Account and Ledger Reconciliation
Payroll
Accounts Receivable & Payable
Communication
Time Management

Work Experience

Office Administrator/Accounts Payable

Pacific Exteriors LLC

Seattle, WA (Feb 2020 - Current)

Recording and retrieving financial entries from Quickbooks
Paying all company bills
Processing customer contracts, creating lien releases and subcontractor agreements.
Updating CRM with current status of customers
Processing payroll for subcontractors
Running reports and performing other routine accounting activities

Administrative Lead & Executive Support

Kohl's

Gilbert, AZ (Aug 2019 - Feb 2020)

Responsible for timely execution of store payroll, scheduling and travel arrangements
Performing cash office duties
Proficient at time management, prioritizing, and multitasking
Organizes, supports and processes all steps in associate lifecycle as needed
Responsible for maintaining and resolving in store technology resources and tools

Contact Details

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Marysville, WA 98270

Professional Skills

- Microsoft Office
- GSuite
- Quickbooks (Online & Desktop)
- Payroll
- Multiple CRMs
- Smartsheet
- Concur

Interests

- Reading
- Scuba Diving
- Hiking
- Psychology
- Business/Finance

Education

- Cert IV in Business Management

Follows company best practices and standards and ensures all paperwork is in compliance
Evaluates and assesses workforce needs, able to lead work efforts and direct team members
Communicate and guide store issues through resolution

Finance & Executive Assistant

Sierra Building Systems

REMOTE (Business located Mesa, AZ) (Oct 2017 - Nov 2019)

Recording and retrieving financial entries from Quickbooks
Reconciling account balances
Preparing invoices and receipts
Maintaining the payroll, checking and correcting the accounting computations
Creating reports and performing other routine accounting activities
Support executives by sending time sensitive reports and planning travel

Travel Consultant

Flight Centre Australia

Brisbane, QLD, Australia (June 2015 - Oct 2017)

Plan and sell transportations, accommodations, insurance and other travel services by determining client needs.
Provide relevant information, brochures and publications (guides, local customs, maps, regulations, events etc) to travelers
Book with accuracy and detail transportation, make hotel reservations and collect payment/fees
Deal with occurring travel problems, complaints or refunds
Enter data into CRM software and maintain client files
Maintain statistical and financial records
Meet profit and sales targets