

# TAKESHA JONES

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Email: takesha\_jones@hotmail.com

## PROFILE

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Experienced professional seeking an opportunity where my administrative background, strong work ethic and people skills, combined with my education and training will prove to be a valuable asset.

- Auditing
- Taxation
- Type 58wpm
- Data Entry
- Bookkeeping – AP/AR
- Billing
- Invoicing
- Collections
- Inventory Control
- Customer Service
- Event Coordination
- Office Administration

Microsoft Office Suite - Word, Excel, Publisher, PowerPoint, Outlook and Access. Oracle, JD Edwards and AS400. Quicken, QuickBooks, QTC Invoice Control & Inquiry, and Showcase 9. Karmak 2.0, CRS Energy 7.1, ServConn, Content Manager, DamagePrevention, IBM Web Order & Invoice (WOI), Genesis, CRM, Platinum, FieldScape, MSP/Fiserv, SalesForce, RiverFront Park, Lotus Notes and more.

## EDUCATION

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**Bachelors of Science, Business Management-** Everest University – online

Currently enrolled- Expected graduation date 2016

**Associate of Applied Science, Business Administration** - Everest College - Thornton, CO

**President's List, Recipient of Leadership Award, 4.0 GPA April 2007**

## EXPERIENCE SUMMARY

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### Accounting/Auditing

- Billed and invoiced customers, batched and posted payments, created sales orders and verified purchase orders
- Audited expense reports, verified confidential tax documents and managed daily financial reports
- Processed payments, created credit memos, audited claim forms and resolved billing disputes
- Closed-out documentation for government projects over \$20 million and audited files for compliance

### Marketing

- Analyzed and converted data
- Supported, researched and created files for the advertising department
- Maintained multiple databases, press releases and set-up for semi-annual online registration
- Performed large amounts of data entry into databases for prospect mailings

### Customer Service

- Answered phones, scheduled appointments, returned calls and greeted guests
- Worked with clients to determine eligibility, resolved issues and provided special bid pricing
- Assisted customers at trade shows, in the office, over the phone and electronically

### Administrative Support

- Researched, revised, generated and distributed reports
- Assisted with projects, supported executives, planned meetings, arranged travel and took minutes
- Answered phones, scheduled appointments, announced visitors, faxed and filed
- Prepared packages for shipment, sorted and distributed mail; Managed and trained new employees

## CAREER PROGRESSION

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Billing Consultant, Robert Half International - Denver, CO	2009 to present
Part-Time Sr. Administrative Assistant, Delta Disaster Services - Arvada, CO	2008
Billing Technician/Internal Auditor, The Ash Group - Denver, CO	2005 to 2008
Marketing Assistant/Front Desk Administrator, Spontaneous Staffing Services, Inc. - New York, NY	2004
Sr. Administrative Assistant, The Kellen Company - New York, NY	2001 to 2003
Office Assistant/Customer Service Representative, Talas - New York, NY	1999 to 2001

## VOLUNTEER EXPERIENCE

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Denver Rescue Mission - Denver, CO	2010, 2011 and 2012
Volunteers of America - Denver, CO	2010, 2011 and 2012

References are available upon request.