
Deanna Stawsky

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Objective *To be a creative contributor as an Administrative Assistant to an effective business team with clear and important goals.*

Summary of Qualifications

Administrator with over 20 years of professional experience. Skilled in all aspects of office administration, organization, use of electronic office equipment, handling multiline phone systems, reception, data entry, coordinating with staff, scheduling appointments, banking, and accounts receivable and payable. Communication skills demonstrated through verbal and writing abilities, client relations, customer service skills, training new employees, and the ability to produce in-depth reports and correspondence. Adept at working in fast-paced environments demanding strong organizational, leadership and interpersonal skills. Ability to multitask effectively. 10-key by touch. Microsoft Word, Excel, Word Perfect, Microsoft Outlook Suite, QuickBooks, Orbit, AS400, MAS200, SharePoint, and Maytech.

Experience *BotanaCare, Northglenn, CO* *2014 to Present*
Bookkeeper

Accounts Receivable/Payables. Reconciliation of bank accounts. Weekly payroll, including monthly, quarterly, & annual taxes, such as Federal, withholding, UI and Solvency taxes. End of year year taxes of W2 & 1099's. Electronic payments through QuickBooks. Ran reports and pulled all paperwork for audits. Basic office duties and ran errands for owners.

Shepherd Enterprises, Commerce City, CO *2013 to 2013*
Accounts Receivable

Took care of all billing for inbound and outbound freight for over the road and local truck deliveries. Entered in all receivable checks and wires in QuickBooks, customer website uploading, and pro miles. Worked close with customers and vendors for collections. Filing, collections, research projects, and anything else that was needed to help others out when needed.

Lender Processing Services, Westminster, CO *2010 to 2012*
REO Technician

Support to clients, contractors, management, and internal team members to assure accurate and timely results in property preservation work. Manage spreadsheets of work orders, billing, and updating results in all proprietary systems. Build, manage, and grow relationships with clients, contractors, and agents/brokers. Worked closely with contractors to make sure all work orders are completed on time to ensure minimal damage to property.

Education *Skyview High School, Thornton, CO* *1993*
H.S. Diploma