
RONDA FONSECA
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OBJECTIVE **To obtain an accounting position that will utilize my current skills and proficiencies.**

EDUCATION **Graduate of Montrose High School, Montrose, CO 1973**
Front Range Community College, Associate of Arts 1999
Norwest Business Scholarship Award, 1995

EXPERIENCE

09/05 – 05/14

Accounts Receivable Specialist

White Wave Foods, Inc., 12002 Airport Way, Broomfield, CO 80021
Contact: Susanne Willey, Accounts Receivable Manager – 303-635-4441
Invoicing, applying deductions, credit memos, month end close, open order report, maintain billing due list, balancing intercompany, updating all Master Data information for customers, miscellaneous, milk & cream invoicing. Maintaining third party orders.

03/05 – 08/05

Customer Service Representative

Abra Auto Body, Inc., 9100 Pierce Blvd., Westminster, CO 80021
Collecting & processing payments from customers, scheduling customers, 6 line phone system, writing estimates in Pathways.

05/02 – 12/04

Accounts Receivable – TerHar Leasing Agent

Sill TerHar Motors, TerHar Leasing, 150 Alter Street, Broomfield, CO 80020
Contact: Lisa White, Office Manager – 303-469-1801
Accounts receivable, assisted with payroll, invoicing, filing, bank deposits, reconciling accounts, certificates of insurance, posting parts invoices, balancing ford parts statements, assist with quarterly taxes, and monthly taxes, maintained all office equipment and postage machine.

07/00 – 04/02

Accounts Payable Coordinator

Rocky Mountain Consultants, Inc., 825 Delaware Avenue, Suite 500, Longmont, CO 80501
Contact: Gayle Meining, Chief Financial Officer – 303-772-5282 ext. 177
Accounts payable, accounts receivable, certificates of insurance, reconciled checking account, Bank deposits, invoicing.

03/98 – 07/00

Office Manager

Foothills Security System, Inc., 4699 Nautilus Court #306, Boulder, CO 80305
Contact: Rob Morgenthal, President, Owner – 303-530-4002
Office Manager, plan administrator & distributor of employee benefits, accounts payable, accounts receivable, computed and issued payroll checks, check ledger disbursements, bank deposits, authorized to transfer funds on all accounts, all functions of office management.

SKILLS AND PROFICIENCIES

Paychex/Paylink Payroll	Excel	Microsoft Word	Web Methods
QuickBooks	Macros	50 w.p.m. typing	MEI
10 key by touch	SAP	Great Plains	

REFERENCES

Paul Weissmann Colorado State Representative	303-673-0191 (leave message if not at home)
Paula Foster WhiteWave Foods Company Manager Deductions Department	720-434-0141
Julie Woodman King Soopers	303-673-1800 ext. 2140