

Misty Williams

Erie, CO

mwilliams117@aol.com - 3037205642

WORK EXPERIENCE

Co-Owner and Office Manager

NCR Construction - Fort Lupton, CO - September 1999 to January 2014

Responsibilities

Bidding, job procurement, accounts payable, accounts receivable, payroll, payroll taxes, 1099, invoices, safety manuals, general office duties, equipment maintenance files, driver schedule s.

Skills Used

Microsoft office, excel, outlook, word, smartphone set up and software updates.

EDUCATION

Certificates in Supervisory

online supervisory

2000 to 2001