

LINDA L. BIRD

303-709-3587

lbird31@msn.com

Talented administrative professional with background in office management, accounting and finance.

-QuickBooks and Microsoft Office

-Invoice processing

-Customer service-oriented

- Payroll/Accounting

- Multi-line phone proficiency

- Social media knowledge

EXPERIENCE

OFFICE ADMINISTRATOR, PIPELINE TECHNICAL SERVICES, INC.-Centennial, CO

11/2014 to Current

- Administrative Support for 15 Oil Technicians
- Processing invoices through Oracle data base/ Microsoft Office Suite

SALES LEAD, Ann Taylor ~ LOFT – Centennial, CO

05/2014 to 02/2015

- Daily Managerial duties/reports/ Floor coach to sales team
- Overseeing the Operational functioning of the store
- Daily bank deposits/Open and close registers
- Providing excellence in Client experience
- Meet deadlines, organize and prioritize assignments
- Stock, visuals, and maintaining standards

SALES ASSOCIATE, Ann Taylor ~ LOFT- Centennial, CO (promoted in May 2014 to Sales Lead)

03/2012- Current – Part-time position (evenings and weekends)

OFFICE MANAGER/CEO, DIRT BROS. EXCAVATING, INC. FRANKTOWN, CO 08/2001 to 09/2012

- QuickBooks, Microsoft Office
- All HR and payroll for employees.
- Negotiation with contracts
- Data entry, proposals and invoicing.
- Managed bank accounts, lines of credit and credit cards.
- Accounts Payable /Accounts Receivable
- Planned and coordinated logistics and materials for board meetings, and staff events.

EDUCATION

COMMUNITY COLLEGE OF DENVER - 1990