

# W Bonnell

## Accountant/Office Manager

Denver, CO

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Hard working person looking for work that I can take pride in. My ultimate goal is to find a position that will utilize my education and work experience.

### WORK EXPERIENCE

#### Accountant/Office Manager

Javies Flooring - Denver, CO - May 2012 to September 2013

Record and prepare financial statements in compliance with company and industry standards.

- Prepare journal entries and ledger operations.
- Balance sheet accounts Reconcile and maintain.
- Assist with year-end closings.
- Administer accounts receivable and accounts payable.
- Prepare tax computations and returns.
- Develop budget and forecasts.
- Process payroll, and review expense reports.
- Purchasing
- Human resources

#### Cashier/ Server

Ralston Road Café - Arvada, CO - 2005 to 2009

#### Shift Manager

NPC International - McMinnville, OR - 1995 to 2005

### EDUCATION

#### Bachelor of Science in Criminal Justice

Everest University

October 2012

#### Associates in Accounting & Business Management

Everest University

June 2008

### ADDITIONAL INFORMATION

Skills:

- Multi-task
- Scheduling/Monitoring
- Problem analysis
- Teamwork
- Knowledge of local, state, and federal laws

- Attention to detail
- Accounting/Bookkeeping
- Supervising