

Kim Edwards

2242 E. 111th Dr, Northglenn, CO 80233 Phone - 303-517-6721
E-Mail - justhangingout@outlook.com

QUALIFICATIONS PROFILE

It is my desire to obtain a part-time or full-time contract position. I prefer to work on-site but can offer the flexibility of working from my own home office. I can offer 20+ years' experience in office management and financial support. I am highly organized and detail-focused with a track record of accurately and efficiently providing all administrative needs for small to medium sized businesses. Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an Office Manager, Operations Manager, Bookkeeper, Legal Administrator and Sales Manager.

- *A/P, A/R, Payroll, general ledger postings, invoicing, sales tax, HR compliance, vendor/client relations, order processing and sales proposals*
- *Strong ability to analyze cost control, job costing, expenses, etc.*
- *Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.*
- *Excellent technology skills; quickly incorporate proprietary applications and new methodologies.*
- *Strong knowledge of QuickBooks and Peachtree (Sage 50) accounting software.*
- *Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.*
- *Advanced computer skills in MS Office Suite and other applications.*

SKILLS

- | | |
|--|---------------------------------------|
| ✓ <i>Office Management</i> | ✓ <i>Sales/Service Proposals</i> |
| ✓ <i>Legal Administration</i> | ✓ <i>Order Management</i> |
| ✓ <i>Legal file management & retention</i> | ✓ <i>Bookkeeping & Payroll</i> |
| ✓ <i>Policies & Procedures Manuals</i> | ✓ <i>Records Management</i> |
| ✓ <i>Report & Document Preparation</i> | ✓ <i>Meeting & Event Planning</i> |
| ✓ <i>Spreadsheet & Database Creation</i> | ✓ <i>Inventory Management</i> |
| ✓ <i>Accounts Payable / Receivable</i> | ✓ <i>Expense Reduction</i> |

EMPLOYMENT HISTORY

KTS Technologies, Inc. – Northglenn, CO

November 2010 - Present

Contract Operations Manager

Responsible for all vendor relations; A/P; A/R/ Payroll; collections; marketing; proposals; order processing; corporate filings; employment relations; generation of service reports; contracts; legal research; legal case management. Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions; Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records; Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement; Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments; Completes operational requirements by scheduling and assigning employees; following up on work results; Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends; Maintains office staff by recruiting, selecting, orienting, and training employees; Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies; Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; Contributes to team effort by accomplishing related results as needed.

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Lathrop & Gage L.C. - Boulder, CO

Areas of Law: Intellectual Property Law (patent prosecution and patent litigation)
June 2007 - January 2010

Legal Assistant/Litigation Support

Provide administrative/litigation support for managing partner. Open new cases and input cases into computer. Manage client files daily, draft correspondence to clients and other attorneys, conduct legal research, draft pleadings for court, analyze legal documents, prepare legal documents, analyze medical records, updating clients' billing and treatment records, maintained schedules pertaining to the cases, wrote memos, update the attorneys on the cases, conduct witness interviews, transcribe depositions, and perform administrative duties. Schedule depositions, jury trials, settlement conferences, arbitration and mediation with medical and forensic engineers and other experts needed for trial. Incoming and outgoing mail, maintain calendar and ticker system. Maintain a master schedule for tracking deadlines for timely filing of legal documents. Close out and archive all case files. Send out discovery (interrogatories, requests for production, etc.) to insured and other litigants.

McClain Drexler LLC- Denver, CO

May 2003 - April 2007

Firm Administrator

Manage all aspects of Human Resource departments, including staffing, recruiting, and insurance compliance. Provide administrative support for 5 attorneys of a law office. Open new cases and input cases into computer. Supervise a staff of 2 including review of work, performance review, maintaining personnel files. Administer vendor contracts and make payments for office expenses (court reporter, court filing services, messenger, private investigators, medical services office supplies, etc.) Maintain a master schedule for tracking deadlines for timely filing of legal documents. Close out and archive all case files. Perform Legal Secretary Duties, including coordinating court calendars and deposition dates with attorneys' schedules. Transcribe legal motions and file legal documents with the court. Transcribe correspondence. Send out discovery (interrogatories, requests for production, etc.) to insured and other litigants. I was solely responsible for maintaining day-to-day functions of the computer network system of the law practice.

Grimshaw & Harring, P.c. - Denver, CO

March 2002 - May 2003

Legal Secretary /Assistant Administrator

Perform fill-in Legal Secretary Duties, including coordinating court calendars and deposition dates with attorneys' schedules. Transcribe legal motions and file legal documents with the court. Transcribe correspondence. Send out discovery (interrogatories, requests for production, etc.) to insured and other litigants. Assist Administrator with maintaining personnel files and vendor contracts and make payments for office expenses (court reporter, court filing services, messenger, private investigators, medical services office supplies, etc.)

Integrated Office Environments, Denver, CO

April 1997 - February 2002

Project Manager/Sales Manager

Lead initial consultations regarding office furniture & design, Space Planning, Drafting & Rendering Floor plans, FF& E, Presentation Boards, Design Installations, Brochure Design Team, Workshop Flyer Design Team, Delivering Marketing Material, Inventory Control, Merchandise Display, Pricing, Sales, Opening & Closing Register, Cash/Check/Charge Transactions, Work orders, Filing, Painting, Upholstery, Refinishing Accessories & Furniture, Delivering Merchandise, Loss Prevention Control, Warehouse Receiving & Assembly, Fielding Customer/Merchant Calls.

EDUCATION

Arapahoe Community College -Business Administration

References available upon request