

109 Hawthorn Street

Frederick, CO 80530

SUMMARY OF QUALIFICATIONS

- Knowledge of various computer programs
- Knowledge of HR procedures including I-9, 8850 and w-2's
- Knowledge of organizing and maintaining group and individual files
- Knowledge of Netsuites, Salesforce and Paycom payroll systems
- Knowledge of Concur, Viber and Pedigree systems
- Experience with processing payrolls and background checks

EXPERIENCE

Yoder Chevrolet, Fort Lupton, CO Aug 2024 – Nov 2025

Express Service Advisor

- Answered phone and dealt with customers daily
- Gathered customer information and scheduled appointments
- Made sure customer needs were met, and completed checkout
- Maintained files for all Repair orders
- Processed all extended warranties for payment

Enservco Corp / Heatwaves Hot Oil Services, Longmont, CO 2016 – 2023

Administrative, Billing, Payroll, Office Management

- Answered phone and dealt with customers daily
- Processed bi-weekly payroll
- Wrote and processed Hot Oil, Fracking and trucking tickets for various customers with varying pay rates
- Processed monthly expense reports
- Maintained files for payroll, employees, tickets and invoices
- Sorted daily mail, and mailed out all outgoing letters and packages
- Maintained maintenance truck files for DOT

Midwest Inspection / Desert NDT / Shawcor Inspection Services, Brighton, CO 2007-2016

Administrative Assistant / Billing / Payroll

- Answered phone and dealt with customers daily
- Maintained the company work schedule and dispatched correct radiographer to each job as they were called in; up to 23 crews per day
- Processed weekly and bi-weekly payroll and per diem for up to 60 employees
- Maintained all filing systems in place including truck, vendor, customer, billing, payroll and all IC files
- Responsible for billing out up to \$3,000,000 per month
- Responsible for various monthly reports such as expense, truck, gas card and others

- Conducted background checks on potential new employees, processed all paperwork and answered Benefit questions
- Western Regional trainer for Netsuite and Salesforce Computer programs
- Maintained Notary Public status

Rocky Mtn Elk Foundation Longmont, CO

1988-2008

Chapter Chair / Secretary / Treasurer (non-profit volunteer)

- Managed Bank account and oversaw all financial matters
- Ordered merchandise for auctions, achieving 70% net to gross each year
- Organized and assigned volunteers to multiple duties
- Dealt directly with donors, vendors, volunteers and banquet attendees
- Organized and led weekly / monthly meetings for 9 months of the year

EDUCATION AND TRAINING

Associate of Arts – Front Range Community College

Associate of Gen Studies – Front Range Community College

Nuclear Health Physics certification through DOE

Chemical Operations certification - University of Denver

Held a Q clearance for DOE for 13 years

Graduated from Skyline High School in Longmont Colorado