

Andrea Brening

Boulder, CO 80303

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Seeking to contribute my skills as a dedicated and detail-oriented Administrative and Accounting Assistant. I have over 40 years of experience supporting organizational efficiency and financial accuracy. I am proficient in office management and administration tasks, with strong organizational skills and am familiar with accounting software and MS Office Suite.

Excellent communication skills, along with the ability to collaborate effectively and positively make me a great asset to any team.

Work Experience

Administrative Assistant

NATIONAL HONEY BOARD-Erie, CO

October 2008 to December 2023

- Office Management, receptionist, accounts receivable, expense reports, customer service, coordinated board meetings, minutes, inventory, obtained RFP's, negotiated contracts, facilitated board nominations, processing and shipping of fulfillment materials

Bookkeeper

EXCAL VISUAL

January 1999 to December 2008

- Accounts Receivable, accounts payable, billing, collections, month end reconciliation, bank statements, payroll, sales tax, receptionist, receptionist, customer service, inventory, shipping

Education

High school diploma

North Central High School - Spokane, WA

July 1979 to June 1982

Skills

- Minute-taking
- Sage
- Stripe
- Procurement
- Event Planning
- QuickBooks
- Concur

- Customer Portal
- Customer service
- Office management
- Microsoft Office
- Contract Negotiation
- Accounts Receivable
- Bookkeeping
- Bank Reconciliation
- Accounts Payable
- Accounting Software
- Microsoft Outlook
- Data Entry
- Payroll
- Account Reconciliation
- Time management (10+ years)
- Leadership (10+ years)
- Quality control (10+ years)
- Personal assistant experience
- Front desk
- Sage
- QuickBooks
- Accounts payable
- Accounts receivable
- Adobe Acrobat
- Account reconciliation
- Supervising experience
- Accounting
- Typing
- General ledger accounting
- Balance sheet reconciliation
- Organizational skills
- Communication skills
- General ledger reconciliation
- Microsoft Excel
- Data entry
- CRM software
- Windows
- Administrative experience
- Computer skills
- Microsoft Access

- Microsoft Word
- Cash handling
- Cash register
- Phone etiquette
- Office experience
- Journal Entries
- Google Docs
- Accounts payable
- Accounting
- Microsoft Office

Certifications and Licenses

Driver's License