

Andrea Johnson

Professional Administrator

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Administrator with over a decade of experience running small businesses' daily operations. Expertise in Microsoft Office, G-Suite, and Quickbooks; top-tier organizational skills; and an eye for detail.

EXPERIENCE

Hexagon Machine & MFG, Longmont, CO - *Office Manager*

January 2018 - PRESENT

- Managed daily operations of manufacturing plant, office, and online stores
- Full charge bookkeeper including payroll
- Chose, implemented, and administered health insurance group plan
- Wrote ISO documentation, procedures, and level 2 documents
- Purchasing, quoting, auditing company procedures and books
- Implementation of new organizational standards and software, including enterprise resource management software
- Realized and administered employee training program and materials
- Approved company contracts, quotes, and project plans

Renaud Naturals, Loveland, CO - *Office Manager*

February 2015 - May 2016

- Managed daily operations of manufacturing plant, office, and retail store
- Bookkeeping: A/R, A/P, and collections
- Ordering, inventory, shipping and receiving
- Point of contact customer service
- Provided administrative support to president of company
- Managed team of 4-6 employees

Aspen Rock Contracting, Drake, CO - *Office Manager*

2009 - January 2015

- Managed day-to-day operations and scheduling for custom home construction company
- Full-charge bookkeeping
- Job-cost accounting, bids, and invoices
- Worked as liaison between contractors and customers
- Practical hands-on experience with all stages of home construction

SKILLS

Google G-Suite: including admin tools for groups and domains, and Team Drive

Experience with ISO 9001:2015 QMS, internal audits, procedures, NCR/CARs

ERPNext, including implementation and customization of software

T-Sheets, TimeIPS, and other timekeeping software

Quickbooks

Calendaring/scheduling for multiple people and teams, as well as for project workflow

HR functions, with proficiency in hiring processes, managing employee benefits, managing worker's comp claims, and training employees

Full-charge bookkeeping, including tax filings, A/P, and A/R

Project management, from procurement of resources to final products

Documentation filing and maintenance

Microsoft Office: high level proficiency in Word, Excel, Outlook and Powerpoint; familiarity with Access

Familiarity with contract protocols, including negotiation of supplier, customer, and sub-contractor contracts

High-level documentation drafting and editing

DocuSign, Shopify, Wordpress, Airtable, Trello, Keep, Slack

Windows and Chrome OS expertise