

Employment

Highpoint Electric West, Berthoud, CO August 2016-Present

Office Manager

- Over see the daily operations of the business office and shop
- Colorado HR and hiring representative
- Create and maintain vendor accounts as well as bidding and job files
- Process all vendor invoices to the correct job accounts for AP
- Process all monthly AIA billings through Sage, Quickbooks, Textura and Procore. And service job invoices as job complete.
- Apply for and maintain all state, city and county licensing and permits.
- Maintain all fleet insurance, license, registration and maintenance records
- Create and maintain all employee and applicant files
- Various other office duties and tasks

MHP Vitamins, Lyons, CO September 2014-August 2016

Administrative

- Process Sales orders, Invoices and Credit Card Payments in Quickbooks
- Inbound Customer Service phone calls, emails and faxes
- Manage collections and payment plan accounts
- Produce test kits for Homeopathic products
- Other office duties as assigned

Longmont Dairy Inc, Longmont, CO June 2003-September 2014

Administrative

- Work closely with Owner and General Manager on special projects
- Executive Admin duties for travel and event planning
- Social media management
- Accounts receivables, daily check deposits totaling \$240,00.00 monthly, Monthly Auto-pay deposits
- Collection Account management
- Check in route deliveries each morning for accuracy and completion
- Handle incoming customer calls, any issues with product, delivery and billing
- Securing locations and items for office meetings and functions
- Representative of the dairy at events, such as parades and industry dinners
- Daily use of excel and other Office utilities.
- Data entry and organization, in Oracle based system, for new starts to ensure flawless service

Education

Front Range Community College

- General studies

Windsor High School

- FBLA Junior & Senior years
- Graduated 1996

References

Nicole Yonkers: 517-442-9789
NYonkers@totalfire.biz

Kristie Wages: 720-577-0351
Kristie.wages@gmail.com