

Arvada, CO 80005

303-638-0974

BriMe.217@gmail.com

AUBREY SALAZAR

SKILLS

Data-entry, AR/AP, Collections

Payroll, PTO Sick Bank, Benefits management

Job Costing, Subcontractor Forms(AIA, Lien),

Estimating, Notary

EXPERIENCE:

AMAZON, Thornton — JUNE 2024-CURRENT

SCHMITT & ASSOCIATES,LLC, Centennial — Office Manager, Accounting, Payroll, TAX Prep

JANUARY 2024 – APRIL 2024

Office Manager, AR/AP, HR, Payroll for Multiple Companies, QuickBooks Online/Desktop, Adobe, Blu Beam, Excel, Microsoft Office, Lacerte, Rightworks

WHITESTONE CONSTRUCTION SERVICES, Boulder — Office Manager, Accounting, Payroll, HR

FEBRUARY 2023 - NOVEMBER 2023

Office Manager, AR/AP, HR, Payroll for 37 Weekly, Subcontractor Docs(Pay-apps/Liens) QuickBooks Online, Adobe, Blu Beam, Excel, Microsoft Office, Vanguard, E-verify

PRO SYSTEMS ELECTRIC, Aurora — Accounting

SEPTEMBER 2022 - FEBRUARY 2023

Data Entry, Job Set Up

AP/AR Invoicing/Collections PO's – 3point matching Admin Duties

LINX, Denver — Project Coordinator FEBRUARY 2022 – SEPTEMBER 2022

Data Entry, Job Set Up Create Submittal Packages Procurement /Order Materials

Invoicing and billing QuickBooks (Desktop/Online), Collections

Great Plains, CRM, SharePoint, Excel, Blue Beam, ADP, Salesforce
Organizational Skill

INTERFACE COMMUNICATIONS, Boulder — Systems Administrator

FEBRUARY 2020 - FEBRUARY 2022

Reviewed/Executed Contracts, Booked Jobs into Various Portals

Added Change Orders to System & Pay Apps to keep Financials Current

Monthly Invoicing using Schedule of Values and Pay Apps and Collections Documented processes and kept event logs in SAGE, Salesforce.

Organized files, developed spreadsheets, emailed reports, and scanned documents, maintaining the front desk and reception area in a neat and organized fashion.

TINY'S GRANITE WORKS, INC, Commerce City — Office Manager

JANUARY 2009 - FEBRUARY 2020

Estimating Job Cost & Quantities - Proficient in Progressive Invoicing as Well as Change Orders as Needed

Direct Contact for All Project Needed, Answering and Addressing Daily Emails to Maintain Proficient and Timely

Communication with Staff, Vendor & Employees Bookkeeping: QuickBooks Contractor Pro (10 Years) -Accounts Payable / Receivables Reconciling Multiple Accounts/ Petty Cash Accounts, Collections, Job Costing

Processing Weekly Payroll & State & Federal Withholding Taxes

Supervisor / Manager for 20+ Employees & Subcontractors

Assisted with Quarterly & Year End Filings

H/R for New Hires; Including Employees & Subs - Creating All Needed Employee & Vendor Folders with Proper New Hire Documentation

Sending Appropriate Documents to Necessary Administration or Policy Holding Agents

EXEMPLA COLORADO LUTHERN HOME, Arvada — Lead Cook, Activity Assistant, Memory care Ward, Over Night Sanitation Services JANUARY 1999 - JANUARY 2009

Lead Cook, prepare meals 425QT following Proper HACCP food procedure. Follow special diet restrictions.

Lead to crew of 10. Scheduling, Manager for kitchen

Worked with the residents to enrich their lives through various activities and outings

Worked with residents with dementia

Sanitation of skilled Nursing and Assist Living Homes

Various training on Managing a team – Eden Certified

EDUCATION

Bristol High School, online — High School Diploma JANUARY 2009, Online

REFERENCES

Desire Apodaca(payroll) - SCHMITT & ASSOCIATES 303-748-5571

Christina Brown(Project Coordinator) - WHITESTONE CONSTRUCTION SERVICES

(720)312-0302

Larry Kokernot(SEcurity Manager) LINX (303)519-8261

Kathy Brady(HR) - INTERFACE COMMUNICATIONS CO (720)925-1045

Tiny Salazar(OWNER) – TINY'S GRANITE WORKS INC (720)898-8496

Sandra Newell(Manager) – EXEMPLA COLORADO LUTHERAN HOME (303)403-3100