

Brittney Tyree

Loveland, CO 80538

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Experienced Bookkeeper with a demonstrated history of working in the Accounting industry. Skilled in Quickbooks, Customer Service, Office Administration, Data Entry, Accounts Payable & Receivable.

Work Experience

Accounting Administrative Assistant

Kaufman & Robinson - Fort Collins, CO

April 2022 to July 2022

- Prepared payroll through Quickbooks
- Was in charge of keeping track of everyone's PTO
- Answered emails
- Invoiced customers
- Was in charge of the deposits
- Created folders for invoicing

Office Manager/Bookkeeper

Bloc Loc Rulers - Loveland, CO

March 2021 to April 2022

- Prepared payroll through Quickbooks
- Handled all financials
- Maintained office efficiency by organizing operations and procedures
- Communicated with clients via telephone and email
- Maintained office supply inventory
- Processed invoices, orders, and deposits on a daily basis through Quickbooks
- Handled all AP/AR duties through Quickbooks
- Reconciled all bank accounts
- Handled all tax payments

Bookkeeper / Accountant

Robert Half (Accountemps) - Longmont, CO

September 2020 to February 2021

- Managed accounts payable and receivable
- Invoiced customers through Quickbooks
- Created purchase orders through Quickbooks
- Answered phones and emails
- Managed customer accounts
- Ran payroll for biweekly & Salary
- Managed new hire paperwork
- Made Tax payments
- Account reconciliation

- Data entry

Bookkeeper/Administrative Assistant

Emerson & Associates, CPA - Loveland, CO

December 2019 to June 2020

- Worked on tax paperwork
- Data entry
- Put together tax returns to be sent out to clients
- Processed weekly payroll for small business clients
- Used Quickbooks to process state & federal taxes
- Put together 1099's, W-9's, & 941's
- Reconciled bank accounts
- General office Administration including filing, scheduling, answering multiple phone lines, faxing, & maintained supply inventory

Office Manager/Bookkeeper/Administrative Assistant

Kemco West - Las Vegas, NV

June 2015 to June 2019

- Managed accounts payable and receivable
- Answered phones and customer emails
- Invoiced paperwork and input into the computer.
- Organized invoices alphabetically by customer
- Documented customer orders and inquiries
- Resolved customer information and complaints
- Managed customer accounts
- Inventoried stock
- Data entry
- Verified quotes and customer orders

Bartender, Server, and Bookmaker for the Off Track Betting

Sundance Bar and Grill - Fort Collins, CO

January 2018 to June 2018

- Enter customers bets for horse track racing.
- Prepared and served drinks and food to customers.
- In charge of handling money for the bar and the horse track betting cage.
- Effectively handled and resolved guest complaints
- Responsible for opening and closing the bar and establishment

Customer Service Representative

Rocky Mtn Electric - Greeley, CO

February 2017 to August 2017

- File and scan purchase orders into Quickbooks
- Answer phones and customer emails
- Create invoices for customer jobs.
- Schedule appointments
- Resolved payment and order disputes
- Managed customer accounts
- Took inventory

Bartender/ Server

George's Pizza & Gyros - Loveland, CO
October 2016 to February 2017

- Served food and drinks to customers
- Answered any customer comments, complaints, or questions
- Opened and closed the restaurant
- Created a welcoming and memorable experience
- Prepared alcoholic and non-alcoholic drinks
- Cash handling duties

Customer Service Representative

Lands' End - Reedsburg, WI
July 2011 to January 2012

- Answered phones with a great attitude
- In charge of taking orders
- In charge of sending orders through the computer
- Tracking, shipping, credit cards
- Resolved customer information and complaints
- Explained products and benefits

Cashier

Kmart - Loveland, CO
January 2011 to June 2011

- In charge of ringing up customers items and bagging them in an organized way
- Counted till
- Processed checks, gift cards, coupons, and rain checks
- Issued refunds, credits, or changes to customer orders
- Restocked merchandise and returns

Server

Lake Barrington Woods - Barrington, IL
May 2009 to January 2010

- Delivered food to the rooms of the elderly
- Provided the best service in a timely manner
- Kept the restaurant clean and sanitary
- Worked in a fast-paced environment
- Trained new team members

Education

Diploma

Grove High School - Cary, IL

Colorado State University - Fort Collins, CO

Skills

- Payroll
- Accounts Payable
- AccountsReceivable
- Receptionist
- Excel
- Outlook
- Account Reconciliation
- Bank Reconciliation
- Journal Entries
- QuickBooks
- Bookkeeping
- Billing
- Data Entry
- Accounting
- Accounts Receivable
- Accounting software
- Microsoft Excel
- Double entry bookkeeping
- Organizational skills
- Microsoft Office
- Microsoft Word
- Office experience
- Computer skills
- Microsoft Outlook
- Administrative experience

Certifications and Licenses

Bartender License

Assessments

Data entry: Accuracy — Highly Proficient

December 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Highly Proficient

March 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Management & leadership skills: Impact & influence — Expert

March 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Expert](#)

Attention to detail — Highly Proficient

April 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Office manager — Highly Proficient

March 2021

Scheduling and budgeting

Full results: [Highly Proficient](#)

Administrative support professional fit — Proficient

March 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

Working with MS Word documents — Proficient

March 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Proficient

March 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.