

Carol Styles

Office Manager - Bookkeeper - Adim Asst

Loveland, CO 80537

carol_styles@hotmail.com

303-710-9264

Work Experience

Office Manager/Bookkeeper

Freedom Drilling Services - Greeley, CO

September 2018 to January 2020

Office Manager/Bookkeeper

Pro Pallet - Eaton, CO

May 2018 to September 2018

Bookkeeper/Office Manager

NOCO Plumbing & Drain - Fort Collins, CO

November 2017 to May 2018

GM/Bookkeeper/Office Manager

USA Liberty Arms - Fort Collins, CO

November 2015 to December 2017

Office Manager

King Buick GMC, Longmont - Loveland, CO

October 2014 to August 2015

Work History

Office Manager

M&M Axle & Tire - Longmont, CO

January 2013 to December 2014

8/11/15 - 12/30/15

A/P Clerk

Animal Health International - Greeley, CO

September 2011 to January 2013

Accounting Assistant

Décor, Inc - Greeley, CO

October 2010 to September 2011

A/P Clerk

Golden Triangle Const - Longmont, CO

June 2006 to October 2010

Accounting Assistant

Pioneer Credit Counseling - Rapid City, SD
February 2006 to August 2006

Skills

- Scheduling
- Billing
- Payroll
- Accounts Payable
- Quickbooks
- Receptionist
- Microsoft Excel
- Data Entry