

# Catherine Gear

Denver, CO

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+1 303 505 1364

Professional assistant with years of experience coordinating, planning and supporting daily operations and accounting. Maintain excellent written and oral communication, with problem solving abilities and high confidentiality. Provide teammates with positivity and team morale.

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

Mountain Wireless Construction - Denver, CO

August 2022 to Present

- Provide Executive support to COO including calendar and email organization, personal assistance.
- Create and implement the FSC department which includes fleet control, payroll, and safety.
- Supervise admin team to ensure work is being done properly and timely.
- Process payroll of 100 employees through Comply on a weekly basis.
- Apply and renew contractor licenses for in and out of state applications.
- Provide onboarding support for new employees.
- Provide Accounting dept. support with Purchase Orders, PDM processing, outstanding invoices and daily reports.
- Organize and schedule company outings, meetings, catering and other functions.

### **Office Manager**

Plumbers Local Union No.3 - Aurora, CO

November 2006 to September 2021

- Provide support for Business Agents. Help with travel arrangements, arranging meetings, along with incoming and outgoing communication.
- Managed accounts payable and Bookkeeping for corporate and two other businesses.
- Manage business office for 800 members, including vacation pay, Human Resource onboarding processing, data entry, receptionist, order supplies, organize special events, and maintenance of the building.
- Bookkeeping, including managing and maintaining several bank accounts and companies. Reconciliation, budgeting, ACH, wire transfers, bank deposits, and AR/AP processing.
- Process monthly billing for members. Generate bills, receive and post payment on a daily basis. Handle cash, online payments, check and collections as needed.
- Process payroll in ADP. Help resolve discrepancies with associated contractors and their employees when issues arose.
- Liaison between members' and union's insurance, pension, and annuity vendors. Follow HIPAA compliance and regulations.
- Handle preparation of minutes and agendas for meetings, newsletters and correspondences.
- Maintain day-to-day IT support, social media updates, and website maintenance.

- Work closely with developers to create a union specific software program that streamlines data and membership information. Including restructuring the invoicing and payment system.

### **Video Editor**

Fifty-Four Ventures, LLC - Denver, CO  
June 2012 to December 2013

- Edited videos for professional IT/Microsoft certification training website.

## Education

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Metro State University  
2013 to 2015

## Skills

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- 55 WPM and ten-key proficiency.
- Resourceful with strong analytical and organizational skills.
- Microsoft Office
- Word
- Excel
- Outlook
- QuickBooks
- Adobe