

# Chelsie Quintana

## **Accounting Assistant/Accounts Receivable Clerk / Inventory Control Technician**

Westminster, CO 80031

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Looking for a company to build a career with.

Authorized to work in the US for any employer

## Work Experience

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### **Ops Admin**

Cummins - Commerce City, CO

May 2023 to Present

Sorting and organizing damaged parts to be sent back to corporate for a return/refund.

Processing paperwork in excel.

Researching Invoice numbers and PO numbers in Oracle BMS

### **Self-Employment**

Westminster, CO

August 2022 to May 2023

### **Inventory Control Technician**

Coors Distributing Company - Denver, CO

July 2021 to August 2022

- Cycle count daily
- Reconcile inventory disputes
- Operate Stand up forklift and order picker
- Assisted receiving team and Production team with daily tasks
- Helped reduce inventory loss/ write offs
- Cross training in Shipping/Receiving Supervisor duties

### **Accounting Clerk**

Coors Distributing Company - Denver, CO

October 2018 to July 2021

- Reconciled driver check ins daily
- Create invoices for sales reps
- Create credit memos
- Collaborate with other departments to streamline processes and procedures
- Reconcile check batches for daily deposits
- Apply payments to customer accounts

### **House Manager**

self employed - Brighton, CO

November 2015 to October 2018

- Manage multiple schedules
- Created daily routines with built in flexibility
- Managed budgets

### **Lead A/R Processor**

Select Energy Services - Greeley, CO

April 2013 to November 2015

Lead team in daily tasks.

Create invoices from field tickets.

Communicate with corporate to make invoicing easier and faster.

Create reports for Operations manager.

Setup new clients.

Communicate with clients about accounts.

### **Accounting Assistant/ Accounts Receivable Clerk**

Foresight Products - Commerce City, CO

September 2010 to January 2013

Assist Accountant with month-end close.

\* Update and generate reports using Excel.

\* Generate and mail daily invoices.

\* Assist Shipping with commercial invoices for International shipping.

\* Process daily checks, lockbox and wire transfers for daily bank deposit.

\* Allocate payments to clients account.

\* Interaction with and response to clients regarding A/R matters.

\* Maintain and file A/R records.

\* Maintain monthly employee postage charges.

\* Process and post Credit/Debit Memos.

\* Assisted Sales team with credits on clients' accounts.

Accomplishment

\* Decreased the amount of clients paying 90 to 120 days late by sending month statements and keeping Sales team

informed of late paying clients that need to be on account hold until payment was received.

### **Administrative Assistant/ Customer Service**

Job Store Staffing - Aurora, CO

December 2009 to September 2010

Took phone orders from clients.

\* Input orders in to computer for processing.

\* Backup for A/R and A/P.

\* Answering multi-line phone system and transferring calls.

### **Processing Clerk**

Office Team - Boulder, CO

July 2009 to September 2009

Organizing documents for loan modifications.

\* Scanning documents.

\* Assisting Executives loan officers with locating files and filing.

## **Accounting Clerk**

Padgett Business Services - Aurora, CO  
March 2007 to September 2009

Assembly of tax returns.

- \* Accounts payable and Accounts Receivable.
- \* Assist three Accounts with data entry for 150 small business clients.
- \* General receptionist/office work; answering multi-line phone system and transferring calls.
- \* Maintained and generated payroll checks, reports and payroll taxes for 10 small businesses.

Additional Information

## Education

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### **High school or equivalent**

Gateway High School - Aurora, CO  
2001 to 2006

## Skills

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- RECEPTIONIST (4 years)
- EXCEL (10+ years)
- CUSTOMER SERVICE (4 years)
- RETAIL SALES (Less than 1 year)
- DMS (Scanning Software) (Less than 1 year)
- Microsoft office (9 years)
- NAV (Accounting Software) (3 years)
- Data Entry
- 10 key typing
- Accounts receivable
- QuickBooks
- Tax experience
- Pivot tables (4 years)
- VLOOKUP (4 years)

## Assessments

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### **Warehouse safety — Proficient**

April 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

April 2023

Using basic scheduling and organizational skills in an office setting  
Full results: [Proficient](#)

### **Bookkeeping — Completed**

April 2023

Calculating and determining the accuracy of financial data  
Full results: [Completed](#)

### **Forklift safety — Proficient**

April 2023

Best practices and safety hazards in forklift operation  
Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

April 2023

Using QuickBooks software to manage business financials  
Full results: [Proficient](#)

### **Attention to detail — Proficient**

April 2023

Identifying differences in materials, following instructions, and detecting details among distracting information  
Full results: [Proficient](#)

### **Principles of accounting — Proficient**

April 2023

Preparing financial records according to federal policies  
Full results: [Proficient](#)

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

## Additional Information

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### Skills

- \* Mapic; Peachtree; DMS; Microsoft Excel; Microsoft Word; Microsoft Outlook; Microsoft PowerPoint.
- \* 10-key by touch.
- \* Effective problem solver; prioritize and manage heavy work flow without direct supervision.
- \* Additional skills include customer service, general office support.