

Cherisa Gutierrez

Greeley, CO 80634

cherisa.tapia@yahoo.com

+1 970 793 5246

- Personal accountability
- Critical thinking
- Independent judgement
- Discretion with personal info
- Team member
- Adhere/follow guidelines and procedures.
- Experience in Microsoft Office (Word, Excel, Access, Outlook).

Work Experience

Accounting Clerk

1888 Industrial Services - Greeley, CO

April 2022 to Present

Scan/ file AP documents.

Manage filing system.

Provide back up for AP and AR departments. Track and enter purchase orders.

Accounts Receivable

Silverline Services - Windsor, CO

March 2018 to April 2020

- Compiled invoices to ensure accurate accounting in Quickbooks
- Retrieved and approved timesheets to initiate billing for invoices
- Further analyzed invoices to ensure accurate billing
- Received payments and applied to customer accounts

Logistics Manager

University of Northern Colorado - Greeley, CO

August 2008 to April 2012

- Managed shipping and receiving of all university technology equipment
- Recorded annual inventory for internal auditors
- Clarified appropriate technology for other departments and customers to purchase
- Open and closed register while maintaining correct balance
- Validated daily sales sheet and reconciled any differences

Financial Services Administrative Assistant

University of Northern Colorado -

Greeley, CO May 2002 to August 2008

- Answered customer inquiries, took messages, or transferred calls as needed

- Accounted for all employee credit card expenses; ensured appropriate spending
- Addressed customers' financial situations
- Assisted accountants with data entry and filing of journal entries, purchase orders, and internal orders

Education

High school diploma

Greeley West High School - Greeley, CO

Skills

- Filing
- Financial services
- Accounts receivable
- Sales
- Administrative experience
- QuickBooks
- Microsoft Office
- Shipping & receiving
- Logistics
- Accounting
- Microsoft Excel
- Microsoft Outlook
- Data entry
- Microsoft Word
- Journal entries
- Accounts Payable

Assessments

Customer service – Proficient

August 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Customer focus & orientation – Highly Proficient

May 2021

Responding to customer situations with sensitivity Full results: [Highly Proficient](#)

Work style: Conscientiousness – Proficient

September 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Administrative assistant/receptionist – Familiar

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Familiar](#)

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