

Cheryl Favre

Windsor, CO

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Work Experience

Office Manager

CMG Engineering, Inc. - Kalispell, MT

July 2008 to Present

- Client Relations
- Payroll
- AP/AR
- Contract Compliance
- Scheduling
- Client communication, phone calls, emails, in person communication
- Filing
- HR Duties for New Hires
- Keeping insurance requirements posted and up to date
- Workers Compensation audits

Education

Technical School in Medical Assisting

Freeman Technical School - Levittown, NY

September 1990 to February 1991

Skills

- Communication Skills, with clients and employees. Helping clients understand an invoice, explaining the different testing procedures for their project. Helping our employees to be prepared for the projects they are going to, having test data ready for them before they leave for a project.
- Teamwork is what makes the dream work. Supporting your team.
- Computer skills, QuickBooks, Microsoft Office. Data entry for Materials Testing, Concrete Control Testing, Nuclear Density Testing, Aggregate Testing(Proctors, Gradations)
- Workers' compensation
- Office management
- Accounts payable
- Payroll
- Accounts receivable
- Human resources
- Human resources management

- Accounting

Groups

President 4-H Horse Committee

October 2019 to October 2022

- Organize Montly meetings
- Put agenda together
- Look for community involvement to enhance the program
- Delegate for events