

KARRI CLARIDGE

OBJECTIVE

I am looking for a position that is flexible for families with good work ethics.

EXPERIENCE

SHORT SALE FACILTATOR 05/2011-PRESENT
The Processing Firm Brighton, CO

Contact Lenders, Work with realtors, Collects documents from homeowners and potential buyers, process all documents and forward package to banks. Customer Service, Adobe, Equator, Short Sale Commander, Word, Excel, 1and1.

ACCOUNTING ASSISTANT 02/2009-04/2011
Rocky Mountain Bird Observatory Brighton, CO

A/P, Payroll, Bank Recs, CC Recs, Quickbooks, Word, Excel, Access, work in database for our membership dept., online timesheets.

ACCOUNTING CLERK 12/2006-04/2009
Christy Sports Lakewood, CO

A/R, Audit, CC Recs, Sales Link, Word, Excel, Audit daily activity at 20+ stores.

ACCOUNTING CLERK 12/2005-02/2007
Accountemps Denver, CO

A/R, A/P, Audit, Quickbooks, Word, Excel, Manage several companies for a brokerage firm..

ACCOUNTING CLERK 02/2002-06/2005
Doubletree Hotel Denver, CO

Payroll, A/R, A/P, Audit, Inventory, talked with clients often about their bills, System 21, Kronos, ADP, Word, Excel, Peoplesoft.

EDUCATION

WORKING ON ASSOCIATES DEGREE 05/2005-CURRENT
Front Range Community College Westminster, CO

DIPLOMA 1988-1991
Abraham Lincoln High School Denver, CO

SKILLS

- Extensive computer experience (including Quickbooks, ADP, Kronos, Word, and Excel)
- Many aspects of accounting experience
- Very quick learner
- Very reliable
- Love working with people