

With over thirty years of experience as a business professional, I am a highly motivated self-starter known for maintaining a positive outlook and a sense of humor. I possess strong technical skills, including a typing speed of 60+ words per minute and proficiency in ten-key by touch. My organizational abilities and efficiency enable me to complete tasks promptly and effectively. Additionally, my extensive background has provided me with a comprehensive understanding of entrepreneurship, including the importance of exceptional customer service, effective communication, and the dedication required to manage the costs and demands of running a business.

Professional Experience

2023-2024

**i2 Construction – Colorado
Accounts Payable Specialist**

- Managed the Accounts Payable department, handling invoices, job costing, lien waivers, tax affidavits, and vendor relations.
- Assisted the controller with all accounting functions including data entry, weekly check printing, and general ledger maintenance.
- Utilized CMIC software and paperless systems to streamline operations and ensure accurate financial reporting.
- Played a key role in tax compliance and assisted in PM invoice approval processes.

2014-2023

**Mile High Bordoodles LLC – Missouri & Colorado
Owner & Accountant**

- Managed all aspects of the business including bookkeeping, tax preparation, sales tax filings, and licensing.
- Developed and maintained the company website, SEO, and online sales platform.
- Oversaw all customer relations, marketing, and financial operations, ensuring excellent service and customer satisfaction.

- Successfully grew the business by implementing effective accounting practices and promoting financial transparency.

2014-2019

Northern Enterprises LLC – Colorado

Owner/VP & Accountant

- Led all accounting functions including bookkeeping using QuickBooks Pro, payroll, taxes, 1099 preparation, and financial reporting.
- Managed customer service, sales, and marketing while overseeing project cost estimates and financial management for construction projects.
- Implemented organizational systems to ensure timely and accurate financial reporting and smooth operational workflow.

2015-2016

Liberty Firearms Institute – Colorado

Bookkeeper/Office Manager

- Handled all accounting functions including accounts payable, purchase orders, bank reconciliation, and general ledger maintenance.
- Assisted in the development of accounting procedures for a growing business, streamlining financial processes for greater efficiency.
- Supported financial reporting, including sales tax filings and credit card reconciliation.

2005-2014

PMC Sales, Inc. – Colorado

Office Manager/Bookkeeper (Part-Time)

- Managed the full spectrum of accounting duties including accounts payable, accounts receivable, payroll, taxes, and general ledger management using QuickBooks.
- Ensured the accuracy of financial records, performed account reconciliations, and provided monthly financial reports to business owners.
- Implemented cost-saving initiatives and identified areas for operational efficiency improvement in a one-person office environment.

2013

John Elway Chevrolet – Colorado

Accounts Payable Clerk

- Processed high-volume invoices using dealership-specific software, ensuring timely and accurate payments to vendors.
- Managed accounts payable functions, including verifying and reconciling invoices, preparing reports, and assisting with monthly close procedures.

2005-2013

**Govin Company Builders LLC / Govco Electric LLC – Colorado
Owner/VP & Accountant**

- Directed all financial functions of two small businesses including bookkeeping, payroll, accounts payable/receivable, taxes, and construction billing.
- Managed financial reporting, cost estimation, and budget analysis for multiple construction projects.
- Ensured compliance with all business regulations, including licenses, insurance, and tax filings.

2000-2002

**Coast Sign, Inc. – California
Accounts Payable/Payroll Specialist**

- Responsible for processing accounts payable and payroll for over 100 employees.
- Implemented organizational guidelines for improved workflow, including invoice processing, job costing, and bank reconciliation.
- Managed payroll, taxes, bonuses, and insurance for employees, ensuring timely and accurate reporting.

1998-2000

**Coast Chemical, Inc. – California
Accounts Receivable Specialist**

- Managed collections and credit department, handling overdue accounts and maintaining relationships with clients.
- Ensured timely payment of outstanding invoices, held orders for nonpayment, and negotiated payment terms with clients.

Core Competencies

- **Accounting Systems:** QuickBooks Pro & Online, CMIC, Microsoft Excel, General Ledger Management, Bank Reconciliation
- **Financial Reporting:** Tax Filings, Payroll, Job Costing, Accounts Payable/Receivable
- **Tax Compliance:** Sales Tax, 1099 Preparation, Tax Affidavits
- **Business Operations:** Payroll Management, Financial Forecasting, Budgeting, Cost Control
- **Software Proficiency:** Microsoft Office Suite, Website Maintenance, SEO, PayPal, Venmo, Zelle
- **Customer Relations & Communication:** Phone Etiquette, Client Communication, Relationship Building