

CRAIG SHARP

Denver, Colorado 80203

720.207.7603 * gastrocnemoid@gmail.com

EXPERIENCE

GIG ECONOMY WORKER (March 2016 – present)

Courier/Bicycle Messenger: DoorDash and Postmates

Laborer: Adecco and Volt Temporary Agencies; various casual labor; Employment First Volunteers

- *Received and processed donations for ARC Thrift Stores and Metro Caring food bank
- *Warehouse material handler – loading and unloading trucks
- *Distributed inventory to proper place in warehouses using forklifts and manual pallet jacks
- *Picked, packed and palletized goods for shipping
- *Repeatedly lifted up to 75 pounds to shoulder height and higher
- *Mixed cement and prepared bases for patio / sidewalk pavers

PINNACLE AT CITY PARK SOUTH -Denver, Colorado

Overnight Lobby Attendant: (March 2014 – March 2016)

Primary responsibilities were those of a concierge for a 268-unit luxury high-rise condominium complex. As the only employee on property, after lobby traffic slows in the early morning, I forwarded calls to the phone I carried while I performed maintenance and housekeeping duties, patrolled the garage and grounds, and did special projects for management. Special projects included monthly billing worksheets on Excel to detail residents' incidental charges, the establishment and maintenance of a homeowner and renter database, posting updates to the Pinnacle website, assisting the general manager put together a facility management training course, *etcetera*.

COLBURN HOTEL AND APARTMENTS -Denver, Colorado

Night Auditor: (August 2010 – May 2012)

- *Customer service, monitor building access and key control on the overnight shift
- *Answered phones
- *Kept lobby and driveway clean and secure
- *Responded to emergency situations
- *Patrolled floors and parking lots

SELF EMPLOYED INDEPENDENT CONTRACTOR -- Denver, Colorado

Courier: (January 2002 – October 2008)

- *Delivery driver in the metropolitan Denver area
- *Pulled orders from the warehouse
- *Operated forklifts and pallet jacks

COLORADO PERA (PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION) -Denver, Colorado

Investment Accountant (March 2000 – December 2001)

- *Journal entries recording monthly activity for several equity, fixed income and venture capital portfolios
- *Ensured the accuracy of reporting the correct cost basis and market valuations of portfolios
- *Assisted in preparing the monthly financial reporting of the ≈ \$28 billion investment fund
- *Assisted in various special projects for management and trustees

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EXPERIENCE (cont.)

VARIOUS TEMPORARY AND CONTRACT POSITIONS (May 1998 – July 2000)

Staff Accountant: Small CPA firms (Eighteen months)

- *Prepared individual, partnership and corporate tax returns
- *Small business write-ups, valuations and preparing payroll documentation for ADP
- *Audit functions *e.g.* accurate verification of periodic inventory
- *Extensive data entry

Junior Financial Analyst: Rock Bottom Restaurants, Inc. – Louisville, Colorado (Five months)

- *Weekly and monthly reports of total sales, comparison sales, productivity, NOI, etc.
- *Special projects to assist the decision makers in this company facing a major transition

Staff Accountant: Antarctic Support Associates – Englewood, Colorado (Five months)

- *General Ledger – Accruals, adjusting journal entries and month end closings
- *Reports to parent companies – Including monthly 401(k) audit on 1,200+ employees
- *A/P review -- verified consistency, accurate coding, completeness, and arithmetic accuracy of documents
- *Account reconciliations, researched budget variances and other special projects

Enumerator: U. S. Department of Commerce (Eight months)

EDUCATION

BACHELOR OF SCIENCE IN BIOLOGY AND ACCOUNTING * METROPOLITAN STATE COLLEGE OF DENVER
summa cum laude: May 1998 * Overall GPA: 3.81/4.0