

# Cynthia Bond

## **Office Manager**

Loveland, CO 80537

[cynthiabackman3\\_ck2@indeedemail.com](mailto:cynthiabackman3_ck2@indeedemail.com)

+1 970 825 2014

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Specialist**

Lightning eMotors - Loveland, CO

January 2022 to April 2023

- Accounts Payable
- Accounts Receivable
- Credit Card Reconciliation
- Monthly Vender Reconciliation
- Deposits

### **Office Manager**

AAA Roofing and Construction - Loveland, CO

August 2021 to January 2022

- Office Management
- Payroll
- Accounts Payable
- Accounts Receivable
- Cash handling and deposits
- Reconciliation of all accounts
- Month end reporting
- Scheduling

### **Production Coordinator/Scheduling/Administrative Assistant**

Schroeder Roofing - Loveland, CO

January 2018 to August 2021

- Office Management
- Accounts Payable
- Accounts Receivable
- Cash handling and deposits
- Reconciliation of all accounts
- Month end reporting
- Scheduling
- Inventory

### **Office Manager**

Tico's Roofing - Fort Collins, CO

May 2014 to July 2017

- Office Management
- Payroll
- Accounts Payable
- Accounts Receivable
- Cash handling and deposits
- Reconciliation of all accounts and credit cards
- Month end reporting
- Scheduling

### **Assistant Manager**

Poudre Valley Mobile Home Park - Fort Collins, CO  
October 2012 to May 2014

- Office Management
- Deposits and payments from tenants - Cash, Checks, Credit card payments
- Reconciliation of tenant accounts
- Scheduling

## Education

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### **Associate in Administration**

Aims Community College - Greeley, CO

## Skills

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- CUSTOMER SERVICE
- PAYROLL
- ACCOUNTS PAYABLE
- DATA ENTRY
- SCHEDULING
- Excel
- Management
- Microsoft Office
- Word
- 10 Key Data Entry
- Accounts Receivable
- Office Management
- Production Planning
- QuickBooks
- Microsoft Excel
- Construction
- Project management
- Account Reconciliation

Certifications and Licenses

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**Notary Public**

February 2006 to February 2024