

Cynthia Montgomery

Retail/Restaurant/Office Manager

Denver, CO 80224

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I have over 20 years of retail, restaurant and office management experience, as well as 15 years of AR/AP experience. I work well under pressure, have excellent customer service experience, as well as superior written and verbal communication skills. I work well on my own, or in a team setting. I welcome any and all new challenges, and the opportunity to learn something new. I am an active listener and willing participant in all avenues of my work and personal life.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

GateGourmet - Denver, CO

August 2022 to Present

Scheduling (100+ emps)

Track

Training schedules

Vacation

Incentive Pay

Terms & New Hires

Attendance

Disciplinary Action

Union Standards

Airport standards

Process Development

Scan/fax/file/phone

Interdependent communications

Help a management team of 12 to oversee a department of almost 200 employees

Know/follow/enforce both Union and Corp policies

Assist HR with payroll docs

Assistant Manager

IHS Gift Shop - Idaho Springs, CO

May 2020 to Present

Customer Service

Inventory Management

Ordering

Event Coordination

Merchandising

Cash Handling

Process development

Team lead

General Manager

Reeseys Southern Smokehouse - Raton, NM

May 2018 to January 2019

1. All FOH Operations
2. Hire & train
3. Process development
4. Bookkeeping
5. Payroll
6. Taxation
7. Health Standard Accountability
8. Business Licenses
9. Kitchen prep
10. Inventory
11. Bill payment
12. Computer set-up and changes

Bookkeeper/Office Manager

Freelance

January 2017 to May 2018

I have been working with different companies in the Denver and Cheyenne areas, using my developed skills with Quickbooks to find and improve error in their bookkeeping practices.

I was responsible for helping to train, develop and fix all manners of bookkeeping procedures pertaining to both AP and AR.

Through the training and procedure redevelopment, I was given the opportunity to work in a team setting with a vast array of different people and ideas to help facilitate new and streamlined principles.

My online skills allowed me to help with ideas on marketing and business development as well. Though this was not a primary function of my job, I found the challenge of learning these new avenues both rewarding and beneficial.

My attention to detail and well honed verbal and written communication skills allowed me to be an asset in bringing new and established businesses into the modern age of bookkeeping. While still allowing me to learn and develop new skills as well.

Bookkeeper

Mine Engineers Inc./Strid Marble & Granite - Cheyenne, WY

October 2015 to January 2017

I am responsible for all payables and receivables for this company
bank(s) reconciliation
vendor bills & payments
invoicing
state/federal taxes
I am also responsible for all administrative tasks
package/mail retrieval

answering phones
& data entry

Office Manager/Customer Service/Landscaping

Rupp & Company/Smoke on the Mountains - Evergreen, CO
August 2014 to August 2015

Balance the duties of 3 separate jobs- Superior organization and the ability to multi-task

- Weekly payroll for 2 separate companies
- Quarterly & annual tax returns for 2 companies
- Extensive knowledge of QuickBooks & Microsoft Office Suite
- Development of company processes and procedures
- AR & AP responsibilities- Data Entry/Deposits/Bill Payment/Account Reconciliation/Invoicing
- Marketing & advertizing research & development
- Customer service for Smoke on the Mountains operation
- Landscaping for Rupp & Co operation

Non-relevant work history in the Restaurant/Customer Service Industry- 8/2012 to 7/2013

Accounts Receivable/Receptionist/Inside Sales

Triple C Communications - Centennial, CO
August 2011 to July 2012

Answer, screen, transfer calls on multi-line phone system

- Invoicing and Commission calculation and submittal
- Pay application calculation and submittal- prevailing wage (Davis Bacon)
- Program and repair of two-way radios- IT troubleshooting/repair
- Development of new processes and procedure
- Marketing and advertising research and development
- Shipping/Receiving
- Knowledge of QuickBooks, Outlook, Microsoft Office 2010, and Internet

Bookkeeper/Accounts Payable

Elcar Fence Company - Denver, CO
July 2008 to July 2011

Accounts Payable/Payroll

- Process and payment of invoices
- Balance and reconciliation of bank and LOC accounts
- Calculation/Payment of payroll and commissions (weekly/monthly/quarterly/yearly)
- Maintenance of fleet (insurance, registration, repairs)
- Inventory control
- Knowledge of QuickBooks, Outlook, and Internet

References are available upon request.

Education

Some college

High school diploma or GED

Skills

- Inventory Management (6 years)
- Payroll (10+ years)
- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Microsoft Office Suite (10+ years)
- Scheduling (3 years)
- Quickbooks 2007-2017 (10+ years)
- Bookkeeping (10+ years)
- training
- Operations
- Inventory
- Microsoft Word
- Word
- Balance Sheet Reconciliation
- Software Troubleshooting
- Account Reconciliation
- Bank Reconciliation
- Google Docs
- Accounting
- Microsoft Excel
- Computer skills
- Administrative experience
- Office manager experience
- Host/hostess experience
- Serving (10+ years)
- Expediting (5 years)
- Bartending (2 years)
- Management
- Microsoft Powerpoint
- Sales
- Restaurant management (5 years)
- Restaurant experience
- Hospitality

- Customer service

Additional Information

Qualifications

- Excellent time management and organizational skills
- Superior customer service, computer, and cash handling skills
- Friendly & professional demeanor
- Keen ability to multi task and stay on target in a high paced environment
- Excellent verbal and written communication skills
- Extensive knowledge of QuickBooks & Microsoft Office Suite
- Extensive knowledge of Internet and Online marketing