

Deb Brown

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308-293-7092

Dedicated professional that enjoys a challenge and learning new concepts. Recently relocated to Evans and looking for an employment opportunity that allows me to use my experience and develop new skills.

Authorized to work in the US for any employer

Work Experience

Biller

Wood Group USA - Greeley, CO
April 2018 to Present

Billing for pipeline, monthly reports, train field clerks, write PO's for vendors, payroll.

Office Manager

Select Sprayers - Kearney, NE
October 2015 to February 2018

Prepared monthly Trial Balance and General Ledger reports and kept in balance. Picked up mail, sorted and delivered to staff. Posted all Accounts Receivable. Make deposits and take to bank. Process payroll and time sheets for all employees. Enter invoices and do Accounts Payable. Answer phone calls and field questions. Do monthly payroll reports, report new hires and process new hire paper work. Worked with scheduling of trucking, DOT and EDL log paperwork along with drug testing and scheduling of DOT physicals for drivers. Involved with OSHA Safety in the shop. Advertised in all major media's, and did Web Design and upkeep for the company website. Prepared correspondence for company's mass emails and fliers for distribution to market area.

Office/Sales Manager

Diamond Vogel Paint - Grand Island, NE
March 2013 to September 2015

Did daily deposit to the bank. Picked up mail, sorted and delivered. Pulled daily deliveries and routed the driver for the day. Worked on daily, weekly inventory and special orders. Helped with cash counter at the register when busy and answered phones. Did all ordering of Sundries and Blinds for customers. Mixed paint for corporate orders. Did the monthly statements for customers and did end of month reports.

Skills

Quickbooks, Bookkeeping, Front Office

Certifications/Licenses

HR Training

- Fred Pryor Seminar |Human Resources Training & Employment Laws| August 2016
- Netview Accounting Class| Cost Accounting |August 15-18 2016|HBS Computer System
- First Responder and CPR training with Sentury Insurance Group | April 2017