



# DEE DEE FARAGO

9218 Mason Jar road Loveland, CO 80538 970-310-9243

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## PROFESSIONAL SUMMARY

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Office manger with over 20 years of experience and 2 years of quality assurance as a Lead

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|-----------------------|-------------------------|-------------------------|
| * Quality assurance.  | *ISO 9001 and 13485     | * validation experience |
| *IQMS.                | * SOP AND WI            | * management            |
| *accounts receivable. | *accounts payable.      | *account reconciliation |
| *systems setups.      | *FMCA accounting.       | * USDOT accounting      |
| *Human Resources.     | * Payroll.              | *tax preparation        |
| *tax filing.          | *customer service.      | *invoicing              |
| *account setup.       | *inventory reconciling. | *customer relations     |

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## EXPERIENCE

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Eldon James Corp

3486 Precision Drive

Fort Collins CO 80528

June 2021 to current.

Quality Lead

I have been employed at Eldon James for two years. In my time here I have learned new skills that I find fascinating. I have participated in the validation of new Nessi machines and the introduction and validation of new molds. I am well versed in measurements from small medical parts to large industrial parts. I manage some of the day to day operations in the quality

department, employees, rec requests, writing SOP's and WI. I also assist in day to day decision making in regards to pass or fail parts.

Phetteplace Trucking LLC

Jon Phetteplace

628 Chestnut drive Loveland, CO

970-663-4096

Office Manager 12/1999 to current

- I have been employed with Phetteplace Trucking for over 20 years, I am responsible for the running of the office portion of the business and also assist the owner in his private life as well. I am responsible for all bills coming in and going out. I invoice all customers and maintain the accounts to which we do business. I am responsible for all new hires and payroll. In the course of business I also handle all maintenance logs, business registrations, payroll taxes, tax preparation, all accounts allocations, all banking transactions, and I also handle most of the IT operations.

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## **EDUCATION**

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Accountants Cabin: Basic tax preparation 9/2018

Accountants Cabin: Tax preparation class 2 9/2019

Hair Dynamics: Cosmetology -currently licensed professional

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## **COMMUNITY**

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- I am currently a 4-H leader, Co-leader and a Country Fair Superintendent. I enjoy the time I spend with the youth in our county. As a leader I am able to work with our club members on a personal level. As a Co-leader through CSU extension. I have developed the education program for the rabbit project, our program provides education in several formats to ensure every child can learn in fun ways that suit their learning style. As a fair superintendent, I have the pleasure and honor of working publicly with my youth and with the community. My youth learn how to interact with the public and learn to public speak. I help

them to gain confidence in who they are and who they are becoming. The hours I've spent are some of the most rewarding hours of my entire life.