

Dominique M. Molinaro

13425 Magnolia Ct.
Thornton, CO 80602
Phone Number: 303-921-3583

Email: Dominique.molinaro@gmail.com

EXPERIENCE:

ProPharma Distribution LLC

September 2015 – June 2020

11005 Dover St. Suite 1000
Westminster, CO 80021
Accounts Receivable Manager/Accounts Payable Assistant

- Run daily account AR/AP aging reports
- Daily Check deposits
- Daily credit card payments
- In charge is State License renewals
- Daily and weekly reconciliation of credit card and check accounts
- Customer phone calls to maintain a clean AR aging report
- In charge of AP for the top 2 companies we did business with
- Assist warehouse with inventory checks as well as shipping
- Secondary HR for 40+ employees

All Copy Products

April 2012 – July 2014

4141 Colorado Blvd. Denver, CO 80022

Contracts Billing Specialist

- Customer Service calls
- Meter Reads on machines
- Accounts Receivable calls
- Posting check and credit cards to accounts
- Meeting monthly and daily goals with contacts made on various accounts
- Assisting accounts payable department with various duties

Denver School of the Arts**January 2009 – May 2011**

7111 Montview Blvd.

Denver, CO 80233

Box Office Manager/Office Assistant

- Online Ticket Sales
- Assist with balancing of all online sales
- Marketing of all Performances
- Assist with all graduation. IE: placing orders, contacting vendors etc.
- Create Monthly Newsletter
- Assist Principal/Assistant Principals with Daily projects
- Assist secretary with numerous tasks as well as cover front office when she is not there.

EDUCATION:**Horizon Senior High School****1998-2002**

Brighton, CO

Emily Griffith Opportunity School**2002-2003**

Denver, CO

- Certified Nursing Assistant

Emily Griffith Opportunity School**2003**

Denver, CO

- Qualified Medication Administrator

Skills

Proficient in all Microsoft Programs, 10 Key by Touch, Microsoft Dynamics, Acumatica as well as GP. Great customer service skills, willing to learn and progress in anything that is given to me. Also, at my previous company I had a great record in meeting deadlines and never having any account lapse or get sent to collections as well as the AP payments they were always made within terms and on time.

References

- Alyssa Fagnoli – National Accounts Manager - ProPharma Distribution

Contact: (303) 335-8956

- Clifford Simmons - National Account Manager - ProPharma Distribution

Contact: (720) 276-8387

- Candice McCray – Accounting Clerk - ProPharma Distribution

Contact: (720) 315-2312

MORE REFERENCES AVAILABLE UPON REQUEST

LETTER OF RECCOMENDATION ATTACHED