

# Elicha Degner

Loveland, CO 80537

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Honest, hardworking, and punctual individual works well as a team or individually motivated. I have just completed my Bachelor's of Arts in Organizational Management as well as my Associates of Arts in IT. Quickbooks proficient and computer literate. Great time management skills and excited to stay busy.

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Assistant**

Vergent Products 970 667 8570 x 130 John Roach - Loveland, CO

September 2022 to May 2023

A/P, A/R, Filing. Layed off due to lack of work.

### **Administrative**

High Mark Manufacturing - Johnstown, CO

July 2022 to August 2022

They realized they didn't have enough work to keep me on payroll. Reconcile banks, sales tax.

### **Office manager 970 460 9198**

Noco Auto Body & Noco Line X - Loveland, CO

April 2019 to July 2021

Office manager, payroll, a/p, a/r, invoicing, taxes (payroll and end of year), filing, deliver cars, reconcile banks, cleaning, and any other duties as needed.

- Managed team responsibilities
- Processed mail
- Responsible for outgoing communications
- Processed payments
- Processed payroll

Business closed due to covid.

### **Office Manager**

Conklin Construction 970-947-2247 - Basalt, CO

July 2016 to March 2019

Bookkeeper: a/p, a/r, reconciliation of banks, payroll taxes, deposits, invoicing, use tax and end of year taxes, general clean up, payroll, and all general office duties as I was the only person who ran the office.

- Handled all financials
- Collected payments
- Managed office supplies

Owner retired.

**Painters Assistant**

Edi's Autobody - Rifle, CO

April 2011 to November 2015

Prep cars for painting

Masking

Sanding

Detailing

Customer service

**Office Assistant/Receptionist**

Alan Duncan Roofing 970 618 6657 - Rifle, CO

April 2013 to October 2015

Responsibilities

\*Phones \*Bank Deposits

\*Accounts Payable \*Payroll

\*Accounts Billable \*Quick Books

\*Filing

**Cashier**

Stop N Save - Gypsum, CO

January 2011 to April 2012

\* Cashier

\* Customer Service

\* Stocking and organizing

\* Food prep

**Administrative Assistant**

Ground Engineering - Gypsum, CO

March 2007 to December 2009

\* Data Entry

\* Microsoft word and excel

\* Customer Service

\* Laboratory testing

\* Filing

\* Mail

\* Light Errands

\* Phones

**Assistant Groomer/Cashier**

The Pet Spot - Edwards, CO

April 2003 to December 2005

\* Assist Groomer

\* Customer Service

\* Stocking/Organizing

\* Phones

\* Cleaning

## Education

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### **Bachelor's in Organizational Management Minor in Psychology**

University of Ashford

2016 to 2018

### **Associates of Arts in IT in IT**

University of Phoenix

2012 to 2015

## Skills

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- Quickbooks (5 years)
- Billing (3 years)
- Scheduling
- Accounts Receivable (4 years)
- Office Management (3 years)
- Accounting (5 years)
- Receptionist
- Human Resources (3 years)
- Payroll (6 years)
- Typing (10+ years)
- Outlook (5 years)
- Bookkeeping (6 years)
- Accounts Payable (6 years)
- Word (6 years)
- Data Entry (10+ years)
- Microsoft Excel
- Microsoft Office
- Customer service
- Management
- Computer Literacy
- Team Management
- Leadership
- Supervising experience
- Office manager experience
- Microsoft Word

## Certifications and Licenses

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### **Driver's License**

## Assessments

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### **Management & leadership skills: Impact & influence — Proficient**

May 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Bookkeeping — Proficient**

June 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

June 2023

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

### **Attention to detail — Proficient**

October 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Office manager — Proficient**

August 2021

Scheduling and budgeting

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

February 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Sales skills — Proficient**

July 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Retail customer service — Proficient**

March 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Attention to detail — Proficient**

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

June 2023

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Call center customer service — Proficient**

October 2021

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

March 2022

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Work motivation — Proficient**

August 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Project timeline management — Proficient**

June 2023

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

February 2022

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### References

Ben Chilson. 970 744 1422 Co worker

Glenn Yaromy 970 481 9797 Owner of Noco Autobody

Miranda Murphy 970 355 5793

Mark Conklin 970 948 2247 Owner of Conklin Construction  
Brad Rice 970 471 1406 Co worker