

Emily Kemper

Administrative Professional

Dependable, organized, detail-oriented

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EDUCATION

A.A.S. - BUSINESS ADMINISTRATION

University of Alaska Fairbanks
2018 – Present (Complete Dec 2021)

CERTIFICATE - APPLIED BUSINESS MGMT

University of Alaska Fairbanks
2020 – Present (Complete May 2021)

H.S. CREATIVE WRITING EMPHASIS

Denver School of the Arts
Arts-endorsed H.S. Education

SKILLS & EXPERIENCE

Data entry – 85 WPM

Bookkeeping

Recordkeeping

Customer relations

Human Resources

A/P and A/R

Purchasing

Scheduling

Spreadsheets

Social media

Content creation

Communication

Time management

Planning/implementing procedures

Learns new software quickly

PROGRAMS/SOFTWARE

E-VERIFY CERTIFIED

EXCEL CERTIFICATION

Adobe Acrobat

Photoshop

Powerpoint

MS Office Suite

Sage/Peachtree

Quickbooks

Salesforce

Google Suite

HRIS Systems

PROFESSIONAL BACKGROUND

EMAIL ON ACID, DENVER CO

Human Resources Coordinator (Contract – Remote) Dec 2020 - Present

- Salary analysis and re-writing job descriptions for 50 positions, recruiting, conducting background checks, new hire paperwork including E-verify, creating onboarding agendas for new employees, updating and implementing HR procedures, creating forms, organizing and maintaining personnel files, auditing personnel files

ALPINE SITE SERVICES, WESTMINSTER CO

Accounts Payable Specialist June 2020 – Dec 2020

- Managed full cycle AP, reconciling statements for multiple entities, classifying entries in QB, generating reports, communicating with vendors, weekly check runs for multiple entities, entering and verifying bills & vendor statements, general admin duties as needed

VIOLA BRANDS, DENVER CO

Admin Assistant/Asst Office Manager (Partially Remote) Feb 2019 – May 2020

- Purchasing for all depts, scheduling interviews, employee time card management, new hire onboarding, entering bills, weekly check run, receiving customer payments, bank deposits, managing department meetings, facilities management. re-writing S.O.P.s, meeting notes

ON TIME PROPERTY MANAGEMENT, ARVADA CO

Assistant Property Manager (Contract - Remote) Dec 2017 – March 2019

- Manage rent collections, coordinating maintenance & managing 24/7 emergency repair line, sourcing and managing contractors, leasing, listing properties, conducting showings, and entering bills for payment for 147 properties. Some construction project management for property flips.

GENCOM/GENWEST TRANSPORTATION, GOLDEN CO

Administrative Assistant/AP Specialist Nov 2014 – May 2016

- Dispatch, receptionist, entering invoices for payment, collections, filing.
- Full cycle A/P for two entities, process 350+ bills/week, research discrepancies, verify vendor statements, prepare reports.

UNIVERSITY OF ALASKA, OFFICE OF SUSTAINABILITY, FAIRBANKS AK

Office Assistant (Student position - partially remote) April 2014 – Aug 2017

- Social media management, managed bicycle shop & recycling program, campus outreach, event coordination. Continued social media coordination remotely after moving back to Colorado.