



EMILY OLSEN

Accounting Manager/Office Manager

Fort Collins, CO

e.l.olsen723@gmail.com

9706661841

To whom it may concern,

I am an enthusiastic self starter who enjoys learning and takes on challenges with gusto. I consider myself to be friendly and positive in any environment. I work well under pressure and with strict deadlines.

I have approximately 10 years of accounting experience, along with inventory control, material planning, customer service, and logistics. I am skilled with computers and various software programs; Quickbooks, SAP, MS Outlook, MS Adobe, MS Access, MS Excel, & MS Word. I have worked in various fields from automotive and manufacturing to corporate offices. I have my associates degree in accounting and automotive technologies.

Thank you for your time!

I look forward to hearing from you.

Sincerely,
Emily Olsen

#readytowork

Authorized to work in the US for any employer

WORK EXPERIENCE

Accounting Associate

Rocky Mountain Truckworks dba SCA Performance - Fort Collins, CO

October 2019 to April 2020

- Monitor customer accounts, collection calls, & issue invoices
- Enter & pay bills and cut checks
- Manage warranty replacements, maintain bills, & issue checks to vendors
- Order office and shop supplies, mailing, answer phones, miscellaneous office duties
- Balance Credit Card Reconciliation Statements
- Maintain ledgers & various reports, v-lookups & pivot tables
- Utilize Quickbooks, Microsoft Excel, Microsoft Word, Microsoft Access
- Advise on annual company audit & physical inventory
- Manage BOLs and invoices for vehicle deliveries to dealerships, & maintain W9s

Accounts Receivable & Stock Manager

Cosmo Films, Inc - Addison, IL

October 2016 to September 2019

- Monitored customer accounts, collection calls, follow ups, high volume emails
- Issued invoices, rebates, and credit memos
- Balanced Bank Reconciliation Statements
- Remote/physical deposits, online banking, credit cards
- Maintained ledgers & various reports, v-lookups & pivot tables
- Utilize SAP, Microsoft Excel and Microsoft Word
- Managed credit insurance and collection companies
- Advised on annual company audit
- Managed BOLs, stock counts, physical inventory
- Assisted accounts payable, cut checks, entered bills

Accounts Receivable Agent

Roanoke Group - Schaumburg, IL

March 2014 to October 2016

- Apply cash in SAP and Applied Epic, manage lockboxes, remote deposits, online banking, credit cards
- Record bond terminations/suspensions, issue credits
- Reconcile/report agency and direct billing
- Data Entry: Utilize SAP, Applied Epic, Microsoft Office, various databases
- Assisted with receptionist duties, reporting
- Assisted Marketing, Human Resources, and Executive departments
- Assembled portfolios and assisted with trade shows

Logistics Coordinator/Material Planner

Concentric Inc - Itasca, IL

February 2011 to March 2014

- Coordinate inbound international/domestic freight, create shippers, expedite shipments, & claims
- Maintain and manage material through MRP report and EDI, review Sales Orders & Create POS
- Manage data tracking for various reports, create pivot tables
- Control TS Document Control and assist with Environmental Control
- Created and implemented database for rejected parts

EDUCATION

Associates Degree in Accounting & Automotive

College of DuPage

August 2007 to May 2011

High school diploma

Lake Park High School

August 2003 to June 2007

Certificate in Automotive technologies

Technology Center Of Dupage

2005 to 2007

SKILLS

- Accounts Payable
- Billing
- Data Entry
- Microsoft Excel
- Payroll
- Quickbooks
- Receptionist
- Scheduling
- Analysis Skills (10+ years)
- Accounts Receivable
- Time Management
- Budgeting
- Customer Service
- Computer Skills
- Cash Handling
- Epic
- GAAP
- Inventory Control
- Leadership Experience
- Microsoft Office
- Organizational Skills
- Office Experience
- Project Management
- Presentation Skills
- QuickBooks
- Quality Control
- Supervising Experience
- Troubleshooting
- Web Services
- Warehouse Experience
- Bookkeeping
- Office Management
- Outlook
- Typing
- Word
- accounting
- Marketing
- Microsoft Word
- Microsoft Outlook
- Project Scheduling
- Schedule Management
- Front Desk
- Human Resources
- Communication skills
- General Ledger Reconciliation
- Accounting Software
- General Ledger Accounting
- Administrative Experience