

Georgie Tiedeman

Fort Collins, CO 80525

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Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Richards & Richards, CPA - Fort Collins, CO - 2017-01 - Present

Income Tax Return preparation and process

Payroll for multiple companies

Quarterly and yearly payroll reports for multiple companies

Company monthly billing

All general office duties

part time

Office Manager

Northern Colorado Baseball Academy - Fort Collins, CO - 2015-01 - Present

*Accounts payable/Accounts receivable

* Client Billing

Part time

Attorney

Otis W. Beach - 2005-01 - 2014-12

* Insurance and General Human Resources responsibilities

* Accounts payable/Accounts receivable/Payroll

* Client billing and Collections

* Client interviews

Office Manager

Griffith & Beach, Attorneys - 2000-10 - 2005-01

* Draft and file legal documents

* Accounts Payable/Accounts Receivable and Payroll

* Client billing and Collections

* Client interviews

* Manage Employees

EDUCATION

A.A. in Legal Administrative Management

Institute of Business and Medical Careers - Fort Collins, CO

1998-05 - 1999-09

AA Science in Sociology

Front Range Community College - Fort Collins, CO

ADDITIONAL INFORMATION

Skills

- Thorough understanding of general and legal office procedures
- Employment and education in general and legal office management
- * Employee management/Human Resources responsibilities
- * Client interviews
- * Accounts Payable/Accounts Receivable/Payroll
- * Client Billing and Collections

- Proficient computer skills
- * QuickBooks 2015
- * Document Processing Word Processing
- * Microsoft Office

- Extensive experience in customer/client communication and employee contact
- Exceptional communication skills, person to person contact
- Extensive experience in business, and customer/client services
- Proven ability to work as a team player as well as independently