

# Hannah Anderson

Thornton, CO 80241

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3035193285

To gain a position with a company that values and rewards highly motivated high performing people. I am a goal-oriented project manager with excellent communication skills, marketing know-how time management, and technical capabilities. I am a team player committed to producing high quality service and product in a competitive market. I am a diplomatic member of the staff dedicated to ensuring the continued growth and success of the company. I welcome challenges, learn new skills quickly, easily and actively look for such opportunities.

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager/Bookkeeper**

EIS Colorado Inc. - Northglenn, CO

March 2019 to Present

I was hired to help streamline the office and to help the company bring everything in house; including but not limited to payroll, bookkeeping, HR, etc. I have helped with creating training programs for new team members, updating HR forms and many other projects.

• HR • Benefits • Taxes • W-2's • Insurance claims, incoming and outgoing • Accounts Payable and Receivable • Payroll • Workman's Compensation • QuickBooks (Accounting and Payroll) • Word, Excel, PowerPoint

### **Independent Agent**

Aflac - Northglenn, CO

August 2018 to Present

Licensed in Colorado for Health, Accident and Life Insurance. Working with businesses and specializing in Employee Benefits. Also experienced in Supplemental Insurance Policies, such as Dental, Vision, Accident, Short-Term Disability, Long Term Disability, and Life and AD&D.

### **Assistant Bookkeeper**

Ramey Environmental Compliance - Frederick, CO

November 2014 to August 2018

I have re-done our employee hand book and created office SOP's. I have streamlined our payroll process to be more efficient by moving away from handwritten time sheets to electronic ones by using TSheets. Payroll used to be a two day process minimum to now only taking a day to complete.

• HR • Benefits • Taxes • W-2's • Insurance claims, incoming and outgoing • Accounts Payable and Receivable • Payroll • Workman's Compensation • QuickBooks (Accounting and Payroll) • Word, Excel, PowerPoint

### **Office Manager**

Gold Star Sausage - Denver, CO

February 2012 to October 2014

I have completed several ADP training courses, such as Employment Law, Regulations & Compliance, Progressive Discipline Process, Preventing Harassment and so forth. I have re-done our employee hand book and job descriptions. Ensured that all of our hiring and firing practices are compliant. I am involved with our healthcare program and have taken seminars on Healthcare Reform quarterly over the last two years.

- HR • Benefits • Insurance claims, incoming and outgoing • Accounts Payable and Receivable, accounting • Purchasing • Payroll • Workman's Compensation • ADP EzLabor & Resources • QuickBooks • Word, Excel, PowerPoint

And many other office tasks assigned by upper management.

### **Quality Assurance Manager**

Gold Star Sausage - Denver, CO

May 2011 to February 2012

### **Quality Assurance Manager**

Prime Choice Foods - Denver, CO

March 2010 to May 2011

I obtained my SQF (Safe Quality Foods) Practitioner certification in the fall of 2010 and completed the required desk audit for all three plants in early 2011. This required a team effort of ensuring our current policies and procedures fell within the SQF guidelines. I was responsible for keeping the management team, including upper management, on track. I organized weekly meetings to ensure that all assigned tasks were being completed. I am also familiar with Organic and Kosher processing. I successfully passed our organic audits for all three plants and our monthly kosher audits in the Denver facility.

- Supervised quality assurance staff, managed food security, food safety, sanitation and employee safety training for 30 employees.
- Fostered collaborative relationships with all oversight agencies including customers, USDA, FDA, and State, County and City Departments of Health.
- Created and maintained all standard operating procedures including HACCP and SSOP (Standard Sanitation Operation Procedures).
- Worked as a member of product development team to ensure all aspects of new product met quality and food safety standards from raw materials, allergens, label and packaging and if it required organic or kosher regulations.

### **Quality Assurance Manager**

Home Fresh Sandwich & Bakery, Denver - Commerce City, CO

September 2007 to March 2010

Experienced Quality Assurance Manager with a great record of managing and developing QA programs, growing revenue by elevating product quality, streamlining operational systems, and achieving profitability goals through collaborative relationship building. I obtained my HACCP certification.

### **Auditing, Program / Project Management**

Home Fresh Bakery

2007 to 2009

2007-2009

Areas of Special Expertise: SOP (Standard Operations Procedures), Auditing, Program / Project Management,

Training, Supervision, Process Productivity Improvements, SSOP, Compliance, HACCP (Hazard Analysis & Critical Control Points)

### **Customer Service Coordinator/ Business Class Teller**

Compass Bank - Jacksonville, FL  
August 2005 to 2007

U.S. Navy - Jacksonville, FL  
October 2000 to December 2003

Aviation Supply/Line Shack

Ram Realty CO - Broomfield, CO  
April 2000 to September 2000

General Office

## Education

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### **Business Administration**

American Military University - Manassas, VA  
2009 to 2012

### **General Course Work**

University of Colorado - Denver, CO  
1999 to 2000

### **High School Diploma**

Ranum High School - Denver, CO  
1996 to 2000

## Skills

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Life Insurance, Scheduling, Billing, Payroll, Accounts Payable, Quickbooks, Receptionist, Microsoft Excel, Data Entry

## Military Service

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### **Branch: United States Navy**

Rank: E-4

## Certifications/Licenses

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### **Driver's License**