

# Hannah Patterson

## **Enrolled Agent**

Loveland, CO 80537

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+1 970 342 0927

Extremely Accurate, Experienced and Educated in full-charge accounting and accounting ethics; financial reporting, managerial accounting and financial accounting practices, maintenance of accounts payable, receivable records, inventory and purchasing, Weekly and monthly reconciliations in preparation of close and financial statements for use by owners, managers, outside investors and CPAs.

Small Business startup activities and human resources, personnel maintenance. Customer/Client Relations

Authorized to work in the US for any employer

## Work Experience

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### **Accountant/Owner**

Off Base Accounting & Business Solutions, Inc - Loveland, CO

January 2020 to Present

Remote accounting and business solutions

### **Business Manager/Accountant**

CARE Research LLC - Fort Collins, CO

May 2018 to June 2020

Full Charge accountant, Accounts Receivable, Accounts Payable, Purchasing, Human resources and customer service. Medium sized company. 12 people on payroll. 3 million/yr sales.

### **Accountant owner**

HLP Services LLC - Loveland, CO

January 2012 to January 2015

Remote business and accounting services.

## Education

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### **Bachelor's in Accounting and finance**

University of Phoenix-San Antonio Campus - San Antonio, TX

January 2010 to December 2012

### **High school diploma in General Education**

Ferguson High School - Loveland, CO

January 2000 to March 2002

## **Associate in Animal Science**

### Accounting Licenses

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#### **Enrolled Agent**

#### Skills

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- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- General Ledger Accounting (10+ years)
- Journal Entries (10+ years)
- Financial Report Writing
- Account Reconciliation
- Bank Reconciliation
- Balance Sheet Reconciliation
- Office Management
- QuickBooks
- Microsoft Office (10+ years)
- Auditing
- Payroll
- Financial Statement Preparation
- Business Analysis
- Financial Analysis
- Quickbooks Online (4 years)
- Accounting (10+ years)
- Financial services
- Analysis skills
- Forecasting
- GAAP
- Tax Experience
- Accounting software
- Bookkeeping
- Pricing
- Acquisitions
- Customer service (10+ years)
- Employment & labor law (10+ years)
- Schedule management (10+ years)
- Human resources management (10+ years)
- Event Planning

- Sage
- Microsoft Excel
- Agriculture
- Regulatory reporting
- SAP
- Profit & Loss
- Supervising experience
- General ledger reconciliation
- Communication skills
- Organizational skills

## Certifications and Licenses

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### **Colorado Notary**

January 2018 to January 2026

## Assessments

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### **Management & leadership skills: Planning & execution — Proficient**

January 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

### **Analyzing data — Familiar**

January 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Familiar](#)

### **General manager (hospitality) — Proficient**

May 2021

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

### **Accounting skills: Bookkeeping — Expert**

January 2021

Calculating and determining the accuracy of financial data

Full results: [Expert](#)

### **Spreadsheets with Microsoft Excel — Proficient**

January 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

January 2021

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Management & leadership skills: Planning & execution — Proficient**

January 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

### **Filing & organization — Highly Proficient**

May 2021

Arranging and managing information or materials using a set of rules

Full results: [Highly Proficient](#)

### **Principles of accounting — Proficient**

January 2021

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Working with MS Word documents — Expert**

August 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Expert](#)

### **HR: Compensation & benefits — Familiar**

May 2021

Knowledge of compensation and benefits programs

Full results: [Familiar](#)

### **Accounting skills: Bookkeeping — Expert**

January 2021

Calculating and determining the accuracy of financial data

Full results: [Expert](#)

### **Office manager — Expert**

August 2021

Scheduling and budgeting

Full results: [Expert](#)

### **Basic maintenance and repair — Highly Proficient**

September 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Highly Proficient](#)

### **Typing — Proficient**

September 2021

Transcribing text

Full results: [Proficient](#)

### **Automotive maintenance — Proficient**

September 2021

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Proficient](#)

### **Bartending — Proficient**

September 2021

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

### **Bookkeeping — Highly Proficient**

November 2022

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

### **Principles of accounting — Proficient**

November 2022

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Work motivation — Proficient**

August 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

January 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Analyzing data — Familiar**

January 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Familiar](#)

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

November 2022

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

Full results: [Proficient](#)

### **Warehouse safety — Highly Proficient**

January 2023

Using safe practices in a warehouse setting

Full results: [Highly Proficient](#)

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