

# Jami Garland-Clark

Denver, CO 80216

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Fast learning, supportive colleague with experience in time management, Office management and Quickbooks. I am productive and organized with a success driven desire to grow as a professional in a new and challenging role.

Organized to be able to maintain accurate books for account payable, receivable, payroll and daily financial entries and reconciliations.

## Work Experience

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### **Owner**

Launch 4ore Charity

March 2022 to Present

- ◆ Preparing reports, managing banking for incoming and outgoing monies.
- ◆ Running payroll or payments to hired 1099 employees.
- ◆ Preparing and recording deposits, reconciling banking
- ◆ Coordinating with event managers, to ensure we are available for their event.
- ◆ Entertainment for non-profit golf events.

### **Office Assistant**

Mobile Diesel Electric Inc.

September 2020 to Present

- ◆ Entering vendor invoices and credits into Quickbooks
- ◆ Monitoring pricing on vendor invoices
- ◆ Printing checks for monies owed to vendors upon due dates.
- ◆ Recording customer payment and credit into Quickbooks
- ◆ Preparing and sending customer statements at the end of each month
- ◆ Preparing and recording deposits
- ◆ Maintained a clean organized office, tracked and restocked all office supplies

### **Customer Service Representative**

McCabe Service Group

February 2019 to April 2020

- ◆ Screened calls and directed them to the correct agent
- ◆ Scanned and uploaded documents to customer files as well as to carriers
- ◆ Managed and ordered office supplies
- ◆ Pulled reports; tracked renewal and non-payments
- ◆ Maintained a clean organized office, tracked and restocked all office supplies

### **Office Administrator / Appointment Scheduler**

Kelmeg and Associates

November 2018 to May 2019

- ◆ Set appointments for multiple brokers, and managed the broker schedules.
- ◆ Scanned and uploaded documents to customer online profiles
- ◆ Addressed and resolved client application errors
- ◆ Welcomed clients upon entering the office and ensuring their profiles and applications were ready before their appointment with the broker.
- ◆ Ensured client calls and emails were returned by the appropriate person in a timely manner.
- ◆ Maintained a clean organized office, tracked and restocked all office supplies

### **Assistant**

Emry Lane Masonry.

September 2016 to April 2018

- ◆ Ran payroll through Quickbooks, writing checks appropriately.
- ◆ Recorded customer payment and credit into Quickbooks
- ◆ Managed and ordered office supplies

Quickbooks Certified ◆ Udemy Online, intuit Quickbooks, Excel ◆ Dec 2022 - Apr 2023  
Professional Development ◆ CrossPurpose ◆ Oct 2022 - Dec 2022

## Education

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CrossPurpose Career School

October 2022 to Present

### **anatomy and biology**

Denver School of Massage Therapy

October 2010

## Skills

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- Maintaining, verifying, and allocating entries and accounts
- Scheduling for multiple advisors
- Organizing and ordering office supplies
- QuickBooks Certified
- Proficient in Google Suite
- Proficient in Microsoft Office
- Overseeing Time card inputs.
- Preparing financial reports
- Phone etiquette
- email etiquette
- Accounts Payable
- Accounts Receivable
- Event Planning
- Office Management
- Bank Reconciliation

- Microsoft Outlook

## Certifications and Licenses

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### **quickbooks**