

# Jennifer Lofing

## **STAFF ACCOUNTANT - PHOTOBUCKET**

Brighton, CO 80601

[jen.lofing1881@gmail.com](mailto:jen.lofing1881@gmail.com)

+1 720 665 1225

Authorized to work in the US for any employer

## Work Experience

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### **STAFF ACCOUNTANT**

PHOTOBUCKET

August 2016 to September 2018

Accounts Receivables

Prepare and process payroll semi-monthly

Recording all bank transactions into Great Plains

Setting up and submitting wires

Cutting checks for vendors

Reconciling monthly credit card and cash

Created Employee handbook for three states for 2018

Help with month end financials

Maintain office supplies, break room supplies, occasionally book travel for CEO and CFO

Maintain employee files, new hire paperwork, termination paperwork, final checks

### **SPECIALIST, PHOTOBUCKET**

NCMEC

2010 to July 2016

Monitor content and report illegal and inappropriate users/content to the National Center for Missing and Exploited Children (NCMEC)

Created process and procedure manuals for reporting content for two websites

Created Content Moderation guidebook

Involved in creating a new and more accurate tool to monitor content that is uploaded to the site

### **CONTENT MODERATOR, CUSTOMER SUPPORT**

PHOTOBUCKET

2006 to 2010

QUALITY ASSURANCE, PHOTOBUCKET

During this time, I switched job duties a few times.

Content Moderator - monitor over 200,000 images a day and removed content that violated out Terms of Service

Customer Support - Answered email support questions, helped to trouble shoot and detect issues on the site

Quality Assurance - checked employees work for accuracy, trained employees on how to identify illegal content that needs to be reported to NCMEC

## Education

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### **business management and economics**

FRONT RANGE COMMUNITY COLLEGE

2002 to 2004

### **ASSOCIATE in ARTS**

BROOKS COLLEGE

March 2002

## Skills

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- Microsoft Dynamics GP
- General Ledger Accounting
- Content Creation
- Accounts Payable

## Additional Information

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- Fast learner
- Adaptable to different roles
  
- Attention to detail
- Dependable
- Ability to multitask