

# Jennifer Delaroy

Arvada, CO 80003

[jenniferdelaroy657\\_2ar@indeedemail.com](mailto:jenniferdelaroy657_2ar@indeedemail.com)

+1 303 842 8739

## Work Experience

---

### **Project Accountant**

Benjamin West-Louisville, CO

August 2022 to October 2024

- Manage 50+ projects.
- Accounts Payable, receivable
- Reconcile and balance cash for each project monthly.
- Work with clients, vendors and project managers to ensure timely payment.

### **Office Administrator/Customer Advocate**

Great Day Improvements-Arvada, CO

September 2021 to July 2022

- Answering all incoming calls.
- Communicating with each customer throughout their project.
- Accounts Receivable/Balancing Weekly
- Obtaining and maintaining Contractor Licensing, assisting with permitting and inspections.

### **Team Lead**

Qdoba-Arvada, CO

January 2019 to August 2021

- Oversee the running of the restaurant.
- Assist customers with their orders, and complaints.
- Ensure that employees follow procedures, policies and offer great customer service.

### **Administrative Assistant**

Campbell Beard Roofing-Denver, CO

June 2015 to January 2019

- Accounts Payable
- Accounts Receivable
- Used Industry Specific Software for billing, order tracking, and problem resolutions.
- Run weekly reports, and other reports, as necessary.
- Assist with Human Resource functions as needed.

### **Escrow Administrative Representative**

Synergy / Statebridge Company-Denver, CO

February 2012 to April 2013

- Collected information and disbursed funds for 8000+ accounts.
- Researched and answered inquiries on escrow issues.

- Maintained updated information, records, documentation, and continually pulled reports on outstanding tax balances.

### **Customer Account Representative**

Denver Syrup & Bar Supply-Denver, CO

November 2010 to June 2011

- Contacted Customer for sales orders, and high volume phones, and followed up on orders and customer service inquiries.
- Created, and implemented sales tax data base for multiple jurisdictions with 6000 accounts
- Reconciled credit card accounts, along with working on collecting on past due accounts.

### **Executive Assistant**

CEMCO-Denver, CO

March 2004 to December 2009

- Handled a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Managed purchasing, and accounts payable.
- Front-line Human Resource contact, along conducting interviews, hiring, payroll, and benefits.

### **Emergency Dispatcher**

Douglas County Sheriff's Department-Castle Rock, CO

- High-pressure, high volume phones, serving as first point of contact for emergency calls, law enforcement and medical/fire.
- Maintained and entered reports into the state and national Data bases.
- Prioritized incoming calls, assessed need of each call, and passed on to appropriate agency.

## Education

---

### **Some College in accounting, Business**

Front Range Community College - Westminster, CO

August 2019 to May 2020

## Skills

---

- Accounts Payable & Receivable (8 years)
- Scheduling (5 years)
- Customer Service (10+ years)
- Purchase Tracking (4 years)
- Database & Records Management (10+ years)
- Purchasing (5 years)
- Executive & Admin. Support (8 years)
- Complaint Resolution (8 years)
- Human Resources (8 years)
- Reports & Spreadsheets (5 years)
- Project Managing software (2 years)
- Excel (10+ years)

- Outlook (10+ years)
- Windows (10+ years)
- Account Reconciliation (5 years)
- Escrow (2 years)
- Office Management (7 years)
- Event Planning
- Accounting (8 years)
- Personal Assistant Experience (5 years)
- Balance Sheet Reconciliation (2 years)
- Bank Reconciliation (3 years)
- QuickBooks (2 years)
- Journal Entries (2 years)

## Certifications and Licenses

---

### **Driver's License**

November 2023 to December 2028

Colorado Driver's License