

Jennifer King

13702 Krameria Street; Thornton, Colorado 80602
720-212-5613 JMKing1066@gmail.com

Key Skills & Training

- * Advanced Computer Skills
- * Working knowledge of DSLR cameras
- * Office Management
- * Excellent Customer Service Skills
- * Data Entry
- * Keen observation
- * HTML codes
- * Accounting (A/R & A/P)
- * QuickBooks
- * Bookkeeping
- * Very Organized
- * Detail Oriented
- * Advanced MS Office Knowledge
- * Shipping & Receiving
- * Very Personable
- * Typing (50+wpm)
- * Organizational Behavior
- * Inventory Control
- * Database experience
- * 10 key by touch (6000+ kpm)
- * Collections
- * PowerPoint
- * Excel
- * Word
- * Outlook
- * Adobe Acrobat
- * Adobe Reader
- * Photoshop
- * Supply Ordering
- * Conference & Meeting Preparation Skills
- * Letter/Correspondence creation & Editing
- * Electronic & Manual Filing
- * Internet & Book Research

Career Summary

College coursework in forensic and investigative photography, including depth of field, painting with light and full use of manual DSLR camera settings with and without flash. I also have experience photographing landscapes, wildlife and events for fun and for friends and family.

15+ years' experience with computers, and customer service in and out of office situations, in person, via email and on the phone.

15+ years' experience with software programs, such as MS Office, Adobe products and QuickBooks Pro, and administrative/clerical work.

10+ years' experience with basic accounting, bookkeeping principles, office equipment, such as, large scale printers, fax machines, typewriter, electronic hole punch.

9 years of experience as an Executive and Accounting Assistant for a nonprofit trade association, having the pleasure of working with a large diverse customer base from around the world, assisting with all tasks necessary in planning the annual conference and workshops.

- I have updated and maintained contact database with 98% accuracy and maintained financial files to ensure accurate year end audits.
- Managed an on-line technical library, increasing the number of documents significantly and coded all electronic documents in html language for special characters and mathematical symbols.

- Worked with hotel and event staff to ensure all banquet and event orders were properly taken care of and helped to resolve issues for clients.
- Assisted Director in contacting new authors for copyright permission began developing a hard copy and electronic filing system for all library documents.
- I have created, developed and trained in office procedures and new systems of filing and tracking office inventories, performed all clerical duties within specified time frames as requested by the Director on a daily basis, including but not limited to auditing inventory, opening mail, making electronic deposits, answering phones, keeping storage room organized, ordering and stocking office supplies, completed daily accounting functions with 3 or less errors per month, processed receivables within 24 hours.
- Managed financial and accounting system and reconciliation with 100% accuracy
- Prepared and provided all necessary documents and correspondence to ensure an A+ during annual audit.

Educational Background

Criminal Justice – Forensic Investigation

Colorado Technical University	Broomfield, Colorado	05/05-current
Completed 120/180 credit hours.	CGPA: 3.71	

Relevant Coursework: English Composition I and II, Organizational Behavior, Introduction to Psychology, Introduction to Business, Introduction to Sociology, Social Psychology, Business Algebra, Professional Writing, Ethics, World History and Culture I, Forensic Photography

Work History

01/15 – Present	Operations Manager International Titanium Association; Northglenn, Colorado
12/11 – 05/15	Client Services Manager 2Chads Fulfillment Center; Aurora, Colorado
12/10 – 12/11	Front Desk Davian’s Tattoo; Thornton, Colorado
08/04 – 07/09	Accounting and Administrative Support II International Titanium Association; Broomfield, Colorado
10/03-6/04	Office Manager Metron Technology; Boulder, Colorado
3/03-5/03	Educational Aide Personal Touch Physical Therapy; Sheridan, Colorado
12/02-02/03	Customer Service Rep Echostar/Dishnetwork Call Center, Thornton, Colorado
03/02-08/02	Customer Service/Cashier Blockbuster, Thornton, Colorado

07/00-01/02 Administrative Assistant
Employee Information Service; Lakewood, Colorado

11/99-05/00 Administrative Assistant
Trauma Recovery Systems; Denver, Colorado

Additional Information

Currently training for my black belt in Tae Kwon Do, in a leadership program