

Jennifer Young
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Experience

Office Administrator
Goodwin Services, Denver, CO
09/2004 - 09/2019

Entered accounts payable receipts and invoices into company system for payment
Helped managers with monthly billing process.

Entered employee's time for payroll; help him/her with any HR questions/concerns.

Redesigned new hire packet documents and implemented procedures for tracking employees
Developed new business forms to improve production and management of products for the company

Answered phone calls, assisted clients or directed them to appropriate manager

Night Auditor
New Victorian Inn and Suites, Norfolk, NE
05/2012 - 07/2012

Nightly revenue reconciliation of room revenue, movie revenue and all other revenue sources
Addressed all guest concerns and delegate to staff as necessary

Prepared and sent out direct bill packets for hotel credit clients

Ensured adequate quantity of breakfast was prepared by food staff

Reconcile hotel bank deposits to what was recorded in property management system