

**JODI MORAN**  
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(970) 691-1074

### ***Professional Profile***

Over 16 years of experience providing administrative services in the fields of Personnel Management, Staffing, Facilities and Property Management, Accounts Receivable, Accounts Payable, Time and Attendance, Payroll, Accounting, Bookkeeping, and Calendar Management. Ability to balance organizational skills in adverse, demanding and stressful environments within deadlines. Interacts professionally, with limited guidance. Build and maintain strong customer and employee relations with strong tact and diplomacy in sensitive issues.

### ***Professional Skills***

As a dependable, motivated self-starter, I have developed the following organizational and interpersonal skills, including:

- Exceptional decision making skills
- Effective listener with strong verbal and written communication skills
- Proficiency in many computer applications including, but not limited to: Microsoft Office, Word, Excel, PowerPoint, and Outlook; QuickBooks; SharePoint; Read Soft, PeopleSoft, On-Base
- Records Management; accounts payable/receivable, data entry, account reconciliation, reports
- Policy interpretation and training
- Project and Program Management
- Certificates: Records Management Training; Contract Severability Training; Federal Budget Process; Integrated Contract Expert Beginner Requisition

### ***Professional Experience***

#### **Accounts Payable Specialist**

Crop Production Services/Agrium

JAN 2017 – PRESENT

*Contractor with Gold-G3, Loveland, CO*

I am a temporary contractor in the accounts payable department for a global company reviewing invoices with the three way matching system/concept. I verify entries, locate discrepancies, code invoices, and prepare for check processing. There is an extremely high volume of invoices and I have been able to meet deadlines on a weekly basis. For example, pushing on average 150-170 invoices per day with very minimal errors. Process consolidated invoices via spreadsheets and ensure all coding is accurate. I also provide customer service as needed, update and maintain vendor database daily.

**Administrative Support Assistant**

MAY 2015 – JUL 2016

DHHS/CDC/Division of Vector-Borne Diseases

*Contractor with Aspen Commercial Group, Fort Collins, CO*

Originally hired to perform routine administrative tasks including answering telephones, receiving visitors, written correspondence and reports, assessing and directing the call or correspondence to the appropriate party, I was quickly recognized for my administrative abilities and assumed additional responsibilities. In addition to managing multiple email accounts for the Division, scheduling meetings and conference rooms and contacting the applicable parties, I was also given the responsibilities to assist in reorganizing the filing systems per the CDC Records Management policy for both program and administrative need. In addition to the clerical duties, I was able to assist in a variety of analytical exercises to include interpretation of personnel guidance and regulations to triage recruitment and other personnel requests for the personnel team. The ability to evaluate, anticipate and avert adverse activities has furthered my development to also include becoming the primary point of contact for the maintenance of a new computer application for the budget staff called Project Profile. This application is used to track data milestones, progress reports, funding, suspense dates and pertinent contact information.

Though not a purchase card holder within the Federal Service, I was responsible for ensuring administrative and laboratory supplies were fully stocked and prepare orders for the card holders.

**Office Manager**

DEC 1999 – DEC 2014

Sandy's Upholstery &amp; Flags, Loveland, CO

Implement organizational structure and quadrupled revenue. Conducted studies of administrative management systems, methodologies and identified areas of improvement, providing recommendations and guidance to the owner/manager for process improvement. Manage staff growth from staff totaling two to nine staff members and provided all aspects of clerical and administrative responsibilities including, time and attendance, scheduling, processing work orders, requisitioning, inventory management, records management and team leadership, providing resolution to issues as they arose. Routinely received, referred and interacted with persons within and outside of the organization. Provide customer service by assisting customers as needed, scheduling, corresponding with, and billing customers in timely manner. Maintain records management system to ensure proper filing, copying, forms kept up to date, all data entry, and reconciliation of accounts payable and receivable. Create and edit documents including reports, presentations and correspondence for organization. Prepare daily banking deposits and all banking reconciliation. Process sales tax monthly, provide accountant with reports upon request. Maintain inventory of cost of goods sold, supplies, equipment, and other materials as needed. Advertising and social media manager, as well as website management.

**Phlebotomist**

JUN 1996 – DEC 1999

McKee Medical Center, Loveland, CO

Provide phlebotomy services on all patients, from neonatal to expired, in all situations such as inpatient, outpatient, emergency/trauma, and post-mortem. Ability to adapt to different situations quickly. Computer entry, stock supplies, maintain safe, clean, healthy work environment, and maintain patient confidentiality.

## ***References***

1. Erika Frey  
Carpet Sales Manager, Carpet Network 970.556.9993
2. Jill Lysek  
Bookkeeper, Hexmag 303.332.2046
3. Teri Bushway  
Program Specialist, CDC 970.221.6424