

# Josephine Mariah Horst

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## *Objective:*

To find a career where I can grow and learn.

I learn new software and programs very quickly. Have a strong work ethic and am always there to assist where and when I can.

## *Education:*

- High School Diploma, Northglenn High School
- Some college coursework, Front Range Community College

## *Work Experience:*

### **Adams County Clerk and Recorder, March 2017 - Current**

- Record documents into the public record system, ensuring accuracy and completeness.
- Process marriage license applications, including verifying eligibility and maintaining proper documentation.
- Assist in processing passport applications, adhering to established guidelines and regulations.

## *Skills:*

- Strong attention to detail and accuracy in document processing.
  - Excellent organizational and time management abilities.
  - Proficient in using public record systems and software.
  - Exceptional customer service and interpersonal skills.

### **Atlas Copco (2008-2016)**

Highly skilled professional with eight years of experience in the accounting and service departments at Atlas Copco. Proven expertise in accounts payable, accounts receivable, customer contact, order parts, and reconciling open jobs. Strong attention to detail and a track record of delivering accurate and timely results. Committed team player with excellent communication and problem-solving skills.

## *Accounting Department*

- Managed accounts payable and accounts receivable processes, ensuring accurate and timely payments and collections.

- Collaborated with vendors and internal teams to resolve payment and invoice discrepancies, maintaining strong working relationships.
- Assisted in month-end closing activities, including preparing journal entries and reconciling accounts.

#### *Service Department*

- Interacted with the service managers to understand their requirements, provide assistance, and address inquiries or concerns.
- Coordinated the ordering of parts for service jobs, ensuring timely delivery and efficient workflow.
  - Conducted regular reconciliations of open service jobs, ensuring accurate billing and timely completion.
    - Accounts Payable and Receivable
  - Customer Service and Relationship Management
  - Order Processing and Inventory Management
    - Financial Reconciliation
    - Attention to Detail
  - Communication and Interpersonal Skills
    - Problem-solving