

Kaya Swanson

Thornton, CO

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Professional Summary

Accuracy-driven and detail-oriented accountant with over 4 years of experience in a corporate setting. Well-rounded in entry level administrative duties, safety, HR and IT tasks. Known for a positive, problem-solving attitude and the ability to work independently to deliver high-quality results. Strong interpersonal skills with a passion for ensuring the needs of colleagues and clients are met.

Authorized to work in the US for any employer

Work Experience

Executive Assistant

Kinghorn Construction Group-Thornton, CO

June 2024 to February 2025

- Lead the onboarding process for newly hired employees (Completed W4s and form I9s, verified ID requirements, ran E-Verify's and followed up on TNC cases, scheduled Pre-Employment drug screens through DISA)
- Maintain and accurate employee roster daily through ISNetworld, DISA, and Veriforce
- Plan and schedule quarterly DISA random drug screens
- Complete initial laptop/tablet set up for new users and maintained accuracy on active/inactive users
- Assigned safety trainings through ISNetworld to 200+ employees and maintained organized record of completion
- Monitored and assisted employees with new hire benefit enrollment, ensuring completion before the deadline
- Assisted in paper to digital transfer on confidential employee records
- Exhibited strong organizational skills to manage multiple projects simultaneously
- Proofread and edited executive documents and communications
- Maintained the HR email and assisted employees when help was needed

Accounts Payable Specialist

MYR Group Inc.-Thornton, CO

May 2024 to September 2024

- Process up to 250 AP invoices daily through OCR System Capture Enterprise
- Create and correct settings to help improve the OCR system in recognizing data from invoices
- Review and correct invoices in JD Edwards (E1) and Intellichief to complete missing or incorrect data
- Open, sort and deliver mail throughout all company departments

Guerilla Marketing Specialist, Inshop

Jimmy John's Sandwiches-Thornton, CO

August 2022 to May 2024

- Make sandwiches and prepare orders in a timely manner

- Prepare sample sets and promote business in nearby areas
- Discuss details of catering orders and options
- Develop personal interactions with customers

Accounting Clerk

Performance Energy Services-Thornton, CO
November 2018 to January 2022

- Collect, enter and process AP invoices in a timely manner.
- Review monthly statements for accuracy.
- Collect and deliver mail throughout office.
- Preparing and maintaining daily, weekly, and monthly Excel spreadsheets to be submitted to management.
- Review, enter and process monthly employee expense reimbursements.
- Maintain verbal and written communication with vendors including check payment details.
- Collect and record vendor information.
- Lead year-end financial audits in an organized and timely manner.
- Collect and match PO numbers to vendor invoices.
- Create and implement processes to insure communication and efficiency throughout departments.
- Ensure office supplies is stocked and available for use.
- Collect and record vendor and employee insurance.
- 2+ years experience in Quickbooks.
- 2+ years experience in Vista Viewpoint.
- 3+ years experience in Outlook, MS Teams, Excel, MS Office, Word.

Education

High school diploma

Northglenn High School - Northglenn, CO
August 2014 to August 2018

Skills

- Clerical Experience
- Computer Operation
- Accounting
- Data Entry
- Customer Service
- Administrative Experience
- Typing
- Bookkeeping
- 10 Key Data Entry
- Office Administration
- Office Management
- QuickBooks

- Accounts payable
- Auditing
- Microsoft Excel
- Organizational skills
- Customer service
- Microsoft Word
- Microsoft Outlook
- Microsoft Office
- Accounting software
- Time management
- Computer skills
- Microsoft Powerpoint
- Front desk
- Phone etiquette
- Microsoft Powerpoint
- DISA
- E-Verify