



## KAYLA BARKER

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### **Office Manager and Project coordinator**

Fort Collins, CO 80525

123snowandhoney@gmail.com

9702180599

I'm looking for a positive stable environment that is challenging, rewarding, and stimulating with opportunities to grow.

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## WORK EXPERIENCE

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### **Office Manager- Assistant Project Manager**

**Glass Doctor of Greeley** - Greeley, CO

March 2019 to November 2019

Internal sales rep, assist customers with scheduling appts for technicians to go out and quote broken windows and doors. Ordered parts for auto and flat glass repairs and installs. Cleaned up office files and organized a sustainable schedule for 3-5 techs daily covering from I-25 to CO WY KS NB borders. Took deposits and posted to accts all incoming money. Daily reconcile sheet with credit card transaction and cash deposits. Issued warranty letters. Worked with contractors to finish final punch list, warranty documents and close out liens. All human resources and marketing. Maintained all insurance documentation for workers comp and general liability coverage for all construction purposes and managed a fleet of vehicles.

### **Project Coordinator, Office manager**

**Barker Construction** - Fort Collins, CO

2011 to 2017

- Bid jobs, wrote proposals, acceptance awards, warranty letters and maintained job insurance. Obtained all permits for jobs. Worked with tight schedule delivery times for contracted jobs.
- All accounting duties including performing monthly acct duties, pay all taxes, collections. Manage weekly payroll. All AP and AR duties. Invoicing and preparing payments including all reporting and statements. Advised on procedure and financial management as well as developing company policy.
- Cost, job and budget accounting reports. Application for partial payment and draw payment schedules. Accept all credit card payments and process into accounting software. Quickbooks for Contractors. Monitor revenue and expenses. Transfer money from different accts.
- Point person for phones, maintenance, mailing, shipping, supplies, equipment, bills and errands. Organize and schedule meetings between contractors, owner and foreman. Maintain all HR paperwork including setting up policies and managing health care plan. Office efficiency, stable work and functioning filing system, plan rotation.
- Managed all relationships with vendors and service providers ensuring all items were invoiced and paid on time. Contract negotiation with all vendors. Go to person for all annual audits and renewals licenses and resources.
- All record keeping for fleet of over 100 vehicles and machinery including permits, tax, titles and licensing of new machinery. Deprecation of all equipment for tax purposes. Prepare bill of sale for all machinery sold, rented and leased.

- Coordinate and dispatch all deliveries. Sales to walk in clients of different materials. Loading of materials for clients if yard person was not available.

### **Project manager/business manager**

**Aspen Grove Plumbing and Heating** - Steamboat Springs, CO  
2007 to 2009

Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands. Organize and schedule meetings between contractors, owner and foreman. Maintain all HR paperwork including setting up policies and managing health care plan. Office efficiency, stable work and functioning filing system, plan rotation. Always available on call hours provided.

- Managed all relationships with vendors and service providers ensuring all items were invoiced and paid on time. Contract negotiation with all vendors.
- Bid jobs, wrote proposals, acceptance awards, warranty letters and maintained job insurance. Obtained all permits for jobs.
- Coordinate and dispatch 30+ guys daily for routine, contracted and emergency calls and service.
- All accounting duties including performing monthly acct duties, pay all taxes, collections. Manage weekly payroll of 30+ employees. All AP and AR duties. Invoicing and preparing payments including all reporting and statements.
- Cost, job and budget accounting reports. Application for partial payment and draw payment schedules. Accept all credit card payments and process into accounting software. Quickbooks for Contractors.

### **Assistant Bank Manager**

**Bank of the West** - Steamboat Springs, CO  
2006 to 2007

Preparing all opening and closing operations for the vault. Setting up tellers drawers for daily postings, counting out end of the day drawers and reconciliation of any discrepancies. Training all new tellers and bank employees. Working the teller drawer to cover for breaks and vacations. Soft and hard positing deposits.

- Customer Service, opening new accts, closing accts. Sales of bank services and products including money marketing accts, CDs, issued cashier checks. Posting ATM transactions and restocking ATM. Depositing all night drop deposits.

Prepare

money to come into and out of the bank through armor services.

- Assume all Bank Manager responsibilities while out of the bank.

### **Hospice Nurse**

**Eldercare Connections Inc** - Loveland, CO  
2004 to 2006

24 • palliative care for patients in a home setting with end of life expectations including: cooking, light housekeeping, medicine administration, assistance with activities of daily living including bathing, grooming, standing, walking, toileting, emotional support for patient and surrounding family members, scheduling various therapy appointments and ordering medical equipment for the client, in longer term clients providing transportation, personnel shopping, assistance with money management and bill payments.

- Hourly home visits to assist clients with an active independent lifestyle, transportation to and from appointments, personnel shopping, filling monthly medicine reminders, phlebotomy and courier specimen collection and transportation, assist with activities of daily living, care and cleaning of various medical equipment such as feeding tubes, catheters, colostomy, pic lines etc. Ordering various medical supplies due to ongoing improvements or declines as needed.

- Performance improvements activities including in-service education, utilization and record review, continuous quality improvement, orientation coordination, compliance with HIPPA programs, writing and updating policy/procedure manuals, close communications with overseeing doctors, home health agencies, therapists, home care providers and family to provide the highest quality of life possible.

### **Accounting Administration Assistant**

**Front Range Raynor Door** - Fort Collins, CO

2005 to 2005

All accounting administration functions in Peachtree Software for Partnership Company in Colorado Springs and Fort Collins Office. Account Receivable including tracking the invoices that were completed through scheduling and payroll, special contractor pay request forms, tracking on job site hours, applying deposits, warranties, and purchase orders. Accounts Payable for both companies, collecting packaging slips and purchasing requested parts, ordering products from companies for installations. Collections for both companies.

- Assisting in all commercial projects, quotes, insurance, job checks, commercial scheduling, and traveling to Colorado Springs for training and updates every other week. Inventory control, spreadsheets and ordering small stock supplies. Prepare safety meeting information and keep safety manual and MSDS sheets up to date.
- Assist in hiring and training Front Desk Position, printing letterhead, invoice forms, fax forms and stocking all other forms needed for all departments. Ordering office supplies. Marketing Techniques, placing ads in Coloradoan, photo shoots, and magazine articles. Wrote the company newsletters.

### **Executive Administrator/Sales Representative/Warehouse Manager**

**AGV Sports Group, Inc** - Fort Collins, CO

2001 to 2004

Executive Administrator/Sales Representative/Warehouse Manager

- Accounts receivable/payable/payroll/cost accounting/budgeting and inventory management in Peachtree Software. Built and maintained company Internet sales website. Pulled permits for incoming international shipment along with coordination for trans-continental transportation.
- Heavy customer service in sales and distribution of ATV, cruising bike, snowmobile and sports bike helmets and accessories to public and retail vendors. Arranged travel accommodations for incoming clients and trade shows.
- Oversaw all business needs and demands, communication link between Europe/Italy and various American companies, computer work, deposits, incoming sales money, Internet sales, personnel files, shipping, human resources and purchasing of all supplies.
- Warehouse inventory, prepared all daily shipments of helmets and accessories from lenses to screw replacement parts. Matched all incoming shipments with shipping receipts to guarantee complete shipments and assessed damages to any shipped merchandise. Used all forms of shipping from large container contract, UPS, Air Mail, Postal Service.

### **Various Temporary Positions**

**Express Personnel Services** - Fort Collins, CO

1997 to 2002

Billing, confidentiality, customer service, filing, graphic design work, large amounts of computer work, library work, phones, purchasing, oversee supplies, receptionist, and worked with local contractors to approve job bids and contract permits

- I held long-term positions at the Water Treatment Facility and Poudre Fire Authority along with several other City of Fort Collins Offices.

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## **EDUCATION**

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### **Bachelor of Arts in Literature**

**University of Northern Colorado** - Greeley, CO

2005 to 2008

### **Bachelor's in Science**

**University of Northern Colorado** - Greeley, CO

August 2002 to May 2004

## Associates of Applied Science in Business Management

Front Range Community College - Fort Collins, CO

1998 to 2001

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### SKILLS

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- Payroll
- Scheduling
- Billing
- Quickbooks
- Accounts Payable
- Time Management
- Excel
- Accounting Software
- Microsoft Word
- Customer Service
- Microsoft Office
- Adobe Illustrator
- General Ledger Accounting
- 10 Key Calculator
- Accounting
- Conflict Management
- Computer Literacy
- Receptionist
- Filing
- MS Office
- Data Entry
- Clerical
- Dispatch (10+ years)
- Microsoft Outlook (10+ years)
- Project Management Software (2 years)
- Construction Experience (10+ years)
- Glazier (Less than 1 year)
- Automotive Diagnostics (Less than 1 year)
- Automotive Repair (Less than 1 year)
- Sales Experience (10+ years)
- Basic Math
- Retail Sales
- Leadership Experience
- Direct Sales
- Team Management
- Project Management
- EMR Systems
- Medical Scheduling
- ERP Systems
- Bookkeeping
- Data Management
- Word Processing
- Marketing

- Data Collection
- Adobe Creative Suite

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## CERTIFICATIONS AND LICENSES

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### Driver's License

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## ASSESSMENTS

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### Human Resources Skills: Recruiting — Proficient

October 2019

Managing the candidate sourcing and selection process.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/9ac86181111e6bd637062a2d81954924eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/9ac86181111e6bd637062a2d81954924eed53dc074545cb7)

### Management & Leadership Skills: Planning & Execution — Highly Proficient

October 2019

Planning and managing resources to accomplish organizational goals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/60866505706a5d254f4a1b4815b427d3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/60866505706a5d254f4a1b4815b427d3eed53dc074545cb7)

### Personality: Customer Service Fit — Proficient

October 2019

Assesses personality traits that result in high-quality customer service.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/90e38f4828e2e4f88c01f4476f3f6f46eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/90e38f4828e2e4f88c01f4476f3f6f46eed53dc074545cb7)

### Administrative Assistant — Highly Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/572c53e4e0eb0b6d1cbb6c9b44904254eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/572c53e4e0eb0b6d1cbb6c9b44904254eed53dc074545cb7)

### Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b4482860bfaf1977780b93ee9fe33ecdeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b4482860bfaf1977780b93ee9fe33ecdeed53dc074545cb7)

### Personality: Hard-Working — Proficient

November 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2efc1899367df98cc9ebdc1e6599d267eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2efc1899367df98cc9ebdc1e6599d267eed53dc074545cb7)

### **Attention to Detail — Expert**

November 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/bae5766930cc916702b324bed39a6215eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/bae5766930cc916702b324bed39a6215eed53dc074545cb7)

### **Office Manager — Highly Proficient**

November 2019

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/29b0f6378fa6391f64980bef0e6e1e20eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/29b0f6378fa6391f64980bef0e6e1e20eed53dc074545cb7)

### **Supervisory Skills: Directing Others — Highly Proficient**

November 2019

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8ea4db92ce4263411ace99daf5bedcd4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8ea4db92ce4263411ace99daf5bedcd4eed53dc074545cb7)

### **Emotional Competence — Proficient**

November 2019

Managing one's own emotions and understanding those of others.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/628f871c4cd654c670a716ba61390050eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/628f871c4cd654c670a716ba61390050eed53dc074545cb7)

### **Human Resources Skills: Compensation and Benefits — Highly Proficient**

November 2019

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f67f93ac8be6894d0e0fd45377af21d7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f67f93ac8be6894d0e0fd45377af21d7eed53dc074545cb7)

### **Written Communication — Proficient**

November 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8c46a35ced13524b414337ab77b695f9eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8c46a35ced13524b414337ab77b695f9eed53dc074545cb7)

### **Project Management Skills: Time Management — Highly Proficient**

December 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3986a47af58e5474e7f9400545fdcb98eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3986a47af58e5474e7f9400545fdcb98eed53dc074545cb7)

### **Conscientiousness — Expert**

November 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/23055fda3b7bfee57a12c7faecbf5ca7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/23055fda3b7bfee57a12c7faecbf5ca7eed53dc074545cb7)

## **Scheduling — Expert**

November 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/96455e44f2a010291d52b2e4e28e6b05eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/96455e44f2a010291d52b2e4e28e6b05eed53dc074545cb7)

## **Filing & Organization — Highly Proficient**

November 2019

Arranging and managing information or materials using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/11484c0fc157501b47ce7c19182050e7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/11484c0fc157501b47ce7c19182050e7eed53dc074545cb7)

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