

Kelci Bryan

Accounting and Administrative Specialist - Intec Services Inc

Johnstown, CO 80534

kelcibryan8_7hq@indeedemail.com - 720-416-1252

Dedicated and focused secretary who excels at prioritizing, completing multiple tasks. Specializes in administrative support to busy firms. Committed to high quality results with little supervision. Energetic, organized, and professional.

WORK EXPERIENCE

Accounting and Administrative Specialist

Intec Services Inc -

2017-03 - Present

- Perform and deal with all AP/AR functions on a daily basis for many multi-million dollar companies
- Managed/Completed HR/Payroll, 401k issues
- Served as go-to person regarding any administrative functions
- Perform monthly reconciliation for multi-million dollar companies
- Responsible for entering/vouchering many bills and daily purchase orders from various vendors
- Responsible for large amounts of money and for making timely monthly payments
- Responsible for completing month-end close, monthly Financials, P&L, Balance Sheet
- Meet the demands of a very busy position
- Able to keep the beat and be a very good multi-tasker

Substitute Teacher/Long Term Substitute

Weld Re-5J Schools -

2014 - Present

- Familiarity with all subjects of instruction required.
- Fairness: Ability to establish an evenhanded and ethical atmosphere for all students.
- Ability to work with lesson plans established by primary teacher.
- Versatility in methods of instruction and ability to adapt quickly.
- Flexibility: Ability to adapt to new environments and to the students as individuals.
- Ability to adapt lesson plan/instruction techniques for students with special needs.
- Familiarity with theories and practices of education and child development.
- Ability to properly handle misconduct.

Office Manager/Administrative Assistant

FMC Technologies -

2012 - 2014

- Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and referral business.

- Talent for identifying customer needs and presenting appropriate company product and service offerings.
- Managed schedules, organized office functions, oversaw daily operations of office for 50 plus employees
- Managed inventory control, ordering procedures
- Served as go-to person regarding any administrative functions
- Handled fuel logs and managed company fuel envelopes/logistics for 30 plus vehicles
- Handled all AP/AR, processed and entered vouchers from various vendors, completed employee bonus pay

Office Manager/Administrative/HR/Payroll

Earthroamer -

2010 - 2012

- Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and referral business.
- Talent for identifying customer needs and presenting appropriate company product and service offerings.
- Managed schedules, organized office functions, oversaw daily operations of office for 50 plus employees
- Managed inventory control, ordering procedures
- Served as go-to person regarding any administrative functions
- Handled all AP/AR functions, handled large sums of money for multi-million dollar company
- Managed/Completed all HR/Payroll, 401k issues

Accounting Manager/AP/AR Manager/Project Manager

Martin Stringfellow Associates -

2006 - 2010

- Perform and deal with all AP/AR functions on a daily basis for many multi-million dollar companies
- Perform monthly reconciliation for multi-million dollar companies
- Handle several vendors accounts and complete all payable/receivables to all vendors (both inventory and non-inventory)
- Responsible for large amounts of money and for making timely monthly payments
- Responsible for entering/vouchering many bills and daily purchase orders from various vendors
- Meet the demands of a very busy position
- Able to keep the beat and be a very good multi-tasker

EDUCATION

BS in Business Administration/Management

Montana State University - Havre, MT

1998-05

SKILLS

Mas, Mas 90, Microsoft Office, MS OFFICE, problem solver

ADDITIONAL INFORMATION

AREAS OF EXPERTISE ~~~~~

- Microsoft Office proficient - Time Management
- Quickbooks - Professional and mature
- Mas 90 / Infinite Campus - Strong problem solver
- Self-Directed - Resourceful