

Kellie Offenheiser

Kelleeh1@gmail.com

303.883.8305

**Bookkeeper/Executive Administrator/Office Management/Project Management/
Property Management/Costing/Cost Savings/Budgeting/Purchasing/Recruiting/
Payables-Receivables/Human Resources/Payroll/Training/
Data Collection/Sales/Customer Service/Logistics/Travel Planning**

EXPERIENCE:

Confidential, Denver, Colorado

06/09 – Present – Office Administrator – Hybrid Remote

Promoted to manage all aspects of corporate office • Reported to Director of Construction on new hotel development project

- Executive-Personal Assistant to CEO and President
- VIP reservations and accommodations
- International and domestic executive travel
- Negotiate corporate leases and contracts
- Property Management
- Payables-Receivables
- Human Resource benefits management

Colossal Carpet, LLC, Golden, Colorado

05/22 – Present – Bookkeeper/Administrative Coordinator - Remote

- Bookkeeper
- Coordinate advertising and marketing campaigns
- Invoicing//Payables-Receivables//Payroll

RM Ventures, LLC, Golden, Colorado

09/17-01/20 – Bookkeeper/Administrative Coordinator – Hybrid Remote

- Created and maintained QuickBooks
- Coordinated and administered payroll services
- Calculated and paid city and state taxes
- Maintained necessary license and permits as needed
- Implemented policies and procedures for restaurant/bar personnel
- Managed establishment on an as needed basis

HX Sales and Service, Phoenix, Arizona

06/09 – 01/15 – Bookkeeper/Travel Coordinator - Remote

- Invoicing/Quoting/Payables-Receivables/Collections/Payroll
- Extensive travel planning for executives and service personnel

Cimco Resources, Inc., Rockford, Illinois

11/07 – 06/09 – Administrative/Executive Assistant

Developed guidelines for company-wide policies and procedures and employee handbook • Appointed as Project Manager for company relocation • Assisted in design and implementation of original company website • Instrumental in the coordination of a new construction facility and in completing a major acquisition

- Payables-Receivables
- Export commodities/Brokerage contracts/Logistics management
- Corporate company functions and travel arrangements
- Human Resources benefits management/Company recruiter

Elaine Ludwig Real Estate Company, San Antonio, Texas

11/05 – 11/07 – Administrative Assistant

Obtained Texas Real Estate License

- Key administrator and sales support for a “multi-million dollar” real estate executive
- Verbal, written and in person communications with clients, mortgage, title, appraisers, and surveyors
- Marketing/Advertising/Lead generation/Database management
- Back-up Office Manager

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Textron Fastening Systems, Rockford, Illinois

06/91 – 06/04-Summary

Promoted as world-wide, divisional trainer for purchasing system implementation • Promoted to primary "data-collection" trainer for company's largest ERP hardware/software implementation • Selected to join Sales Development Program • Promoted to manage and grow "critical" sales territory covering four states • Consistently met and/or exceeded all individual and team sales goals

10/98 – 06/04 – Sales Representative

- Successfully achieved and exceeded sales goals, increasing territory from a \$1.6 million to a \$4 million territory within a four year period /Managed, planned and forecasted sales within four major markets; Electronics, Industrial, Automotive and Transportation/Educated and technically trained customers and potential clients on product benefits and tooling/Analyzed market conditions to target new customers and to further penetrate current accounts/Formally presented products and value added services to both current and potential clients, including Vendor Managed Inventory (VMI)/Managed a home office with no direct supervision, maintaining a high focus on administrative functions

01/97 – 10/98 – Customer Service Coordinator

- Key-customer-single point of contact, representing multiple, internal manufacturing divisions/Managed and forecasted accounts/Quoted, tracked, expedited orders and monitored sales analysis reports

02/94 – 01/97 – Administrative Assistant/Trainer

- Served as primary "data collection" trainer for over 1200 employees throughout the United States and Canada/Developed and coordinated all training schedules, teaching and user manuals/Updated and monitored a \$12 million project implementation timeline and related expenses/Coordinated team travel/On site coordinator and support person

09/93 – 02/94 – System Coordinator/Trainer

- Coordinated the implementation of a new purchasing system within a single manufacturing division/Trained over three hundred divisional personnel, from executive to shop floor level/Developed and coordinated all training schedules, teaching and user manuals/Served as on-site coordinator and support person

06/91 – 09/93 – Administrative/Purchasing Assistant

- Purchasing /Human Resources/On-time vendor tracking/Departmental budgets for Profitability Manager/Payroll/Sourced and purchased "C" commodities

EDUCATION:

North Harris Montgomery College, Conroe, Texas

09/05 – 11/07 – General Studies/Continuing Education

Rock Valley College, Rockford, Illinois

08/92 – 09/94 – General Studies/Continuing Education

Porter and Chester Institute, Watertown, Connecticut

11/87 – 05/89 – Business Administrative Diploma