

# Kendra L Wilson

(720) 629-0044

Lakewood, CO

kendralwilson55@gmail.com

## Professional Summary:

- Experienced professional with ten plus years in Accounting/ Administrative field
- Hard working and trustworthy with strong customer service and clerical skills;
- Organized with a strong ability to prioritize work tasks and meet deadlines;
- Possesses excellent verbal and written communication skills;
- Works well as a team member and individually; Ethical, honest, reliable, and friendly
- Proficient in various accounting and software programs including Microsoft Word, Excel and Outlook

## Relevant Experience:

**Production Supervisor, Triad Fastener**, Alda, NE 06/2011 - 07/2013

- Directed the activities of approximately 15 machine operators on the injection molding line;
- Fulfilled production goals and submitted daily production reports;
- Collaborated on and implemented company's training manual and procedures;
- Coached team to ensure compliance with the company's work procedures and safety policies

**Clerical Office Worker, Essential Personnel**, Grand Island, NE 11/2010 - 06/2011  
Temporary staffing agency. Final assignment was at Triad Fastener where I became a permanent employee

**Office Administrator, Jean Simpson Temp Services** Shreveport, LA 03/2009 - 09/2009  
Answered phones and directed calls; Filed documents and records; Completed payroll;

**Accounting Officer, Selective Service System** Arlington, VA 04/2007 - 10/2007

- Directed activities of other accountants and accounts payable/receivable staff;
- Provided instruction and training to the Finance Team in proper Federal accounting procedures;
- Coordinated accounting staff's daily work to ensure accuracy, completeness and timeliness of staff workload;
- Monitored agency's fund balance with Treasury;
- Completed extensive, complex research on agency's various accounts to respond to internal and external inquiries;

**Accountant, Department of Interior**, National Business Center Denver, CO 03/1999 - 03/2007

- Prepared and analyzed financial management reports, financial statements, and internal policies and procedures;
- Reconciled payroll data to the balance reported by payroll division and the balance reported to Treasury;
- Reconciled inter-governmental payable and receivable accounts;
- Transferred funds to other federal agencies via the inter-governmental accounting system.

## Food Service Experience:

- **Fuel Service Clerk**, King Soopers 2/2021- present
- **Line Cook**, Piffler's Sports Tavern 11/2018-11/2020
- **Waitress**, Davies Chuckwagon Diner, Lakewood, CO 08/2017 - 09/2018
- **Cook**, Misfits Bar and Grill, Lakewood, CO 11/2016 - 06/2017
- **Hostess**, Perkins Restaurant & Bakery 106 Wilmar Ave, Grand Island, NE 10/2016 - 12/2016
- **Shift Supervisor**, Pizza Hut 1608 S Locust St, Grand Island, NE 12/2015 - 08/2016
- **Cook and Waitress**, The Dam Bar and Grill 136 Ley St, Rockville, NE 08/2013 - 06/2015

## Education and Training

Accounting Clerk Certificate Community College of Denver 12/1988  
Ongoing professional development courses with Federal Govt.