

Obtain a responsible and challenging position within your company that will allow me to learn new and challenging technologies and skills while utilizing my previous experience. To build a strong business relationship with the company and clients and exceed expectations to excel within the company.

### **NuHarbor Security Inc.**

October, 2016 - August, 2018

#### *Accounting and Compliance -*

- AP - entering invoices in Quick Books, run weekly check run.
- AR - invoice clients when a project is finished, call on past due accounts, reconcile accounts with customers, post payments in Quick Books.
- General - Reconcile bank statement, reconcile American Express and Concur reporting for employees. Process all new employees; add to ADP, add employees to 401k plan. Run reports for 401k. Add employees to health, dental and life insurance. Process payroll. Make travel arrangements for individual employees when they travel. Register company in different states for new work. Make sure all registries in different states are up to date.

### **Triple S Steel Holdings (Purchased R&S Steel November, 2004)**

November, 2004 - September, 2016

#### *Office Manager -*

- Responsible for running Denver's office.
- Supervise all admin employees, track expenses for inside and outside sales
- Event planning, make all travel arrangements
- Make sure all vehicle registrations, permits, etc. are up to date and renew if needed
- Supervise branch AP, double checking PO's and signing off on purchases
- Notarize any needed paperwork

#### *Human Resources -*

- Process Payroll for four branch locations
- Process new applications, distribute new hire paperwork and insurance information
- Handle any employee discipline, terminations, etc.

*Credit Manager*

- Oversee receivables for approximately \$10,000,000 per month with three branches
- Ensure cash is posted correctly and daily GL balances
- Set up and maintain all job accounts, sent out lien notices and material notices
- Oversee collections, make bank deposits
- Meet with sales to address customer issues and nonpayment.

**R&S Steel Company**

June, 1996 - November 2004

*Credit -*

- Collections of accounts, send out lien notices, post cash and process deposit

*AP -*

- Process invoices in system, process check run and send out payments
- Make sure payments are made in a timely manner

General office duties, order office supplies, process payroll, distribute checks to employees, hand out new hire paperwork, event planning, make travel arrangements, etc.

Education

**Adams City High School**

**University of Northern Colorado**

**Skills**

Excel, Word, PowerPoint, Outlook, Windows

Osha Safety, Kronos, eStelplan, ADP, Quickbooks, Concur

**References**

Jayne Delany - Palo Duro Hardwoods Inc. - 303-242-9256

Karen Carter - R&S Steel - 303-246-3389

Sean Abeyta - Mountain View Welding - 303-435-7800