

Kimberlee Rios

Payroll Specialist/AR/AP/Bookkeeper/Real Estate Agent

Greeley, CO 80634

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Professional Summary

A business professional with over 10 years of extensive experience and knowledge in business administration. Excellent communication, analytical, problem-solving and interpersonal skills with all levels of the organization. Keen ability to manage multiple projects in a complex and constantly changing environment.

Authorized to work in the US for any employer

Work Experience

Realtor

Realty One Group FourPoints/Dockside

September 2023 to Present

- Negotiated contracts and terms of sale on behalf of clients to ensure favorable outcomes for both parties involved
- Collaborated with mortgage lenders, home inspectors, and title companies to facilitate smooth transactions for clients
- Provided exceptional customer service by promptly responding to inquiries, scheduling property showings, and addressing client concerns
- Stayed up-to-date on local real estate market trends, regulations, and financing options to better assist clients in making informed decisions
- Organized open houses and conducted property tours for potential buyers or renters
- Negotiated contracts and terms of sale on behalf of clients to ensure favorable outcomes for both parties involved
- Developed and maintained a strong network of clients through referrals, networking events, and online marketing strategies
- Collaborated with mortgage lenders, home inspectors, and title companies to facilitate smooth transactions for clients
- Provided exceptional customer service by promptly responding to inquiries, scheduling property showings, and addressing client concerns
- Utilized social media platforms such as Facebook and Instagram to promote properties for sale or rent
- Organized open houses and conducted property tours for potential buyers or renters
- Assisted first-time homebuyers in understanding the process of purchasing a home from start to finish

Nursery Administrator

Bentwood Farms Inc-Marion, SC

March 2023 to Present

Responsible for updating current nursery inventory and relaying information monthly to corporate for financial budgets, planning.

- Updating all spreadsheets with monthly potted new production
- Updating current availability and send out weekly to customers

- Invoicing all purchase orders from sales to respective customers
- Assist owner in supply orders for nursery
- Review budget goals and projected production

Operations Billing Coordinator

Southern Shade Tree-Myrtle Beach, SC

August 2022 to March 2023

Responsible for all administration including human resource for the entire east coast, from Charleston, SC to Wilmington, NC.

- Billing all landscape jobs in new construction with over 15 builders
- Maintained schedules on upcoming jobs per each builder and directly relayed to all 4 managers during our weekly meetings.
- In charge of weekly time sheets for all employees on the coast in each division, hiring, onboarding for hiring, submit documents to insurance, and in charge of ordering CDL screens and drug screens, recruiting new employees.
- Travel 2-4 days a week from Corp office to each division to meet with Managers and review upcoming jobs, costs and billing.

Purchasing Coordinator

American Legend Homes-Loveland, CO

January 2022 to August 2022

1. Maintain two communities, working directly with five superintendents and two warranty specialists. Communities consist of over 200 lots combined.
2. I build and push budgets for each home and maintain all PO's coming and going.
3. Work directly with all Vendors, pricing, contracting and reconciling invoices.
4. Helping superintendents order materials and making sure they arrive on site in a timely manner per stage of build.
5. Maintain all legal documents for each community in the system to be accessed by all trades.

Mortgage Loan Processor

Lennar Corporation

February 2021 to January 2022

Initially worked loans verifying employment and wages for customers who were closing on homes, promoted to Loan processing after a month - long training dealing directly with customers while obtaining necessary documents to be fully approved for various home loans.

Business Manager/Bookkeeper

Bulldog Trucking, LLC-Greeley, CO

July 2015 to September 2020

Responsible for overall business administration for 20 employees

- Managed a fleet of 20 trucks including dispatching
- Managed 5 employees
- Maintained compliance knowledge of DOT and state regulations
- Responsible for processing payroll
- Processed accounts payable and accounts receivable transactions and reconciliation
- Prepared and had oversight for advertising/hiring
- Processed contracts for potential clients

Parts Manager

Kinetic Energy Services-Ault, CO

October 2018 to July 2019

Order and maintain parts inventory. Manage accounts and maintain relationships with Vendors. Deliver and receive parts, work with Shop director and mechanics to maintain order, availability and keep the fleet running without major interruption. Data entry all invoices into records and maintain fleet files and DOT records, maintenance records and mechanical breakdowns. Track and record Mechanic hours.

Payroll Specialist/AP/AR

1888 Industrial Services-Ault, CO

February 2018 to September 2018

- Assist with employee payroll
- Assist with time clock corrections/hours/VOE/direct deposits
- Responsible for processing subcontractor payroll (AP) data entry all incoming invoices.
- Reconcile accounts/scan/file/maintained contracts including insurance.
- AR biller for various divisions within company, creating invoices and submitting for payment.
- Assisted HR with various new hire procedures, Recruitment, event planning etc.

Patrol Deputy

Weld County Sheriff Office-Greeley, CO

April 2012 to February 2016

for 18 months

Patrol Deputy for remaining time

Enforced the laws governed by the State of Colorado and Weld County

- Certified as a member of the negotiation team
- Certified as a member of the defensive tactics' instructor
- Certified as a member of the hiring standards fitness team
- Six months on traffic team
- Involved with the recruitment

Education

POST in Police Academy

WCLETA - Greeley, CO

September 2010 to May 2011

MA Certificate in Medical Assistant

Concorde Career College-Aurora - Aurora, CO

June 2007 to March 2008

G.E.D in Education

UNC - Greeley, CO

May 2001 to October 2001

Skills

- accounting
- Research
- Account Reconciliation

- Bookkeeping
- General Ledger Accounting
- Office Management (5 years)
- Recruiting (1 year)
- General Ledger Reconciliation
- Data Entry
- Microsoft Word (10+ years)
- QuickBooks (5 years)
- Accounts receivable (5 years)
- Bookkeeping
- Accounts payable (3 years)
- Human resources (2 years)
- Payroll (10+ years)