

Kristin Falsetta

Fort Collins, CO

kristinfalsetta5_y3w@indeedemail.com

(720) 384-4584

Authorized to work in the US for any employer

Work Experience

Transfer Department Manager

TW Retirement Strategies - Loveland, CO

April 2019 to Present

Assist clients in setting up retirement account. Processing of all paperwork, making sure that all requirements are met, and transferring of funds over to their new policy.

Operations Support

JND Appliance - Loveland, CO

March 2018 to March 2019

Accounting and operations support for a small, but profitable, local company.

Associate Broker/Realtor

Capney & Co - Parker, CO

May 2017 to February 2018

Accounting Specialist

HRi Design - Littleton, CO

October 2015 to September 2016

Responsibilities

Code and input all invoices

Creating, coding, and entering of bimonthly credit card statements to all employees for their job related and travel expenses

Budget creation and maintenance

Monthly journal entries

Maintain spreadsheets for various vendors in regards to storage of our inventory or fabrications in process

Special projects as assigned by Controller

Accomplishments

This was a new position when I started. I created many templates and other systems from scratch to tackle this busy position in the company.

Skills Used

Excel

Accounting skills

10 key

Attention to detail

Keeping an eye on the big picture

Heavy communication, both inter office and with vendors, contractors, and subcontractors

Accounts Payable

Fort Collins Heating & Air - Fort Collins, CO

May 2015 to October 2015

Responsibilities

Coded and entered all invoices

Responsible for weekly check runs

Reconciled monthly city permit account

Monthly bonus, rebate, and allocations

Assisted office with customer service needs

Accomplishments

Helped establish inter department communication checklists for easy flow of duties requiring input from different departments

Skills Used

Excel

Scheduling

Accounting knowledge

10 key

Attention to detail

Office Assistant/Customer Service

JND Appliance - Loveland, CO

August 2014 to May 2015

Responsibilities

Scheduled appliance service calls

- Completed paperwork on open calls and closed out account
- Assisted with inventory and pricing
- Parts research, ordering, and tracking
- Answered phones and provided customer service both on phone and in person
- Corresponded with vendors and manufacturers when necessary

Accomplishments

Helped set up systems to streamline office procedures and communications

Skills Used

Customer Service

QuickBooks accounting

Account management

Loveland, CO-Admin

Mixed Not Blended, LLC

July 2013 to July 2014

Owner

- Assisted co-owner in development and set up of company

- Assisted co-owner in invoicing and scheduling
- Responsible for accounting side of business

CO-Office Assistant

JND Appliance, Loveland
September 2011 to July 2013

Scheduled appliance service calls

- Completed paperwork on open calls and closed out account
- Assisted with inventory and pricing
- Parts research, ordering, and tracking
- Answered phones and provided customer service both on phone and in person
- Corresponded with vendors and manufacturers when necessary

NE-Accounting Assistant

The Fort Western Store, Nebraska City - City, Nebraska, US
February 2010 to August 2011

Responsible for A/P, including RMAs and credit memos

- Entered in all sales for 2 stores and catalog
- Responsible for daily balancing and bank deposit
- Assisted Accountant with A/R for multiple accounts
- Answered phones and provided customer service

Littleton, CO-Accounting Assistant

United Railroad
September 2010 to January 2011

Responsible for weekly payroll for multiple departments

- Processed expense report paperwork and issued weekly checks
- Entered in and paid invoices in a weekly check run
- Kept track of and paid monthly garnishments to multiple localities
- Responsible for new hire paperwork

Homemaker and Mother

Stay at Home Mom, Nebraska
May 2006 to February 2010

For these four years I stayed at home with my 3 children while they were young. During this time I volunteered at their schools, the library, as well as helped my husband (an Executive Chef) with menu writing and events.

CO-Night Auditor

Brown Palace Hotel - Denver, CO
January 2002 to May 2006

Responsible for daily balancing of all departments (4 restaurants, banquets, rooms, sales and marketing, spa, floral department, and gift shop)

- Research and reconciliation of any discrepancies found in balancing
- Closed and opened business day
- Check in and check out of all guests
- Customer service to both in house guests and potential guests

Education

Some college

Skills

- Operation

Additional Information

Skills Summary

- 5+ years of Quickbooks
- 10+ years accounting experience
- Accurate 10 key by touch
- Accounts payable, accounts receivable, and payroll experience
- 15+ years of customer service experience
- Proficient with Microsoft Office Suite: Word, Excel, Outlook, Powerpoint

Strengths

- Independent worker who does not require micro management
- Resourceful problem solver
- Detail oriented
- Deadline driven
- Able to anticipate the needs of both the client and employer