




LAURA KRISCHE

OFFICE MANAGER AND BOOKKEEPER

CONTACT

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EDUCATION

BA in Anthropology

University of Kansas
3.91 GPA | 2016

AWARDS

Graduated *cum Laude*

KU Excellence Scholarship

Phi Kappa Phi Honor Society

PROFILE

Meticulous, diligent, and detail-oriented office manager with experience in accounting and bookkeeping practices. I have a joyful disposition which enables me to serve customers effectively and makes me a pleasure to work with.

EXPERIENCE

OFFICE MANAGER AND BOOKKEEPER

LongPath Technologies | Boulder, CO | July 2021 - PRESENT

- Researched and established multiple administrative and accounting procedures for a start-up company.
- Maintained an organized office space to improve efficiency.
- Bought supplies and tracked inventory of office supplies.
- Managed day-to-day functions and errands to ensure the company operated smoothly.
- Managed company assets, such as computers.
- Managed safety documentation for field workers.
- Entered expenses into QuickBooks Online.

CUSTOMER SERVICE REPRESENTATIVE

Van Education | Boulder, CO | February 2021 - July 2021

- Interacted with students through diverse mediums, of which include instant messaging, telephone calls, and email messaging.
- Deescalated difficult interactions with students and found innovative solutions to their concerns.
- Employed knowledge of state rules and regulations to aid students in their obtaining of a real estate license

ADMINISTRATOR AND RECEPTIONIST

Perry, Roane, & Henley | Niwot, CO | September 2019 - February 2021

- Utilized various features of Thomson Reuters accounting software to complete daily tasks.
- Assembled income tax returns, payroll tax returns, and gift tax returns.
- Sent invoices to clients and collected payments.
- Organized and maintained the office space.

SKILLS

- Meticulous attention to detail
- Strong presentation and written communication skills
- Accurate and timely results
- Diplomatic, excellent interpersonal skills and a positive disposition
- Exceptional customer service
- Strong collaborator
- Highly motivated, disciplined, methodical, and organized
- Ability to work in harsh outdoor conditions
- QuickBooks Online
- Thomson Reuters accounting software
- Sureprep
- Personal computer proficiency in Microsoft Office and Apple software
- Experience in processing payments on various machines

EXPERIENCE (CONTINUED)

ADMINISTRATIVE ASSISTANT

CO Department of Revenue, MED | Longmont, CO | April 2019 - July 2019

- Performed general office duties, including answering multi-line phones, routing telephone calls and messages to appropriate staff, and greeting visitors.
- Identified and recommended changes to existing processes to improve accuracy, efficiency, and responsiveness of the customer service department.
- Fingerprinted applicants and evaluated background checks.
- Coached new employees on administrative procedures, company policies, and performance standards.

ARCHAEOLOGICAL FIELD TECHNICIAN

Kansas Geological Survey | Lawrence, KS | June 2018- August 2018; June 2016 - August 2016

- Worked meticulously and diligently under harsh outdoor conditions.
- Conducted archaeological excavations in the field.
- Moved and handled various types of artifacts with exceptional care.
- Dry screened, wet screened, and sorted cultural materials.
- Maintained accurate and thorough notes while preserving the chain of custody.

ADMINISTRATIVE ASSISTANT

MVP Wellness Center | Longmont, CO | April 2018 - July 2018; January 2017 - May 2017

- Maintained paper and electronic filing systems for records and messages.
- Used computers for spreadsheet, word processing, and database management.
- Processed payments, kept financial records, and answered patient billing questions.

REFERENCES AVAILABLE UPON REQUEST
