

Lauren Daly
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Summary of Qualifications

- Preparing accounts payable and receivable
- Educated in payroll and bookkeeping
- Communication Skills while working in a team environment
- Intermediate skills in Microsoft office: Excel, Access, and Word

Education

Associate's Degree in Accounting

Community College of Denver
Denver, CO
05/2024

Bachelor's Degree in History, Minor in Economics

Colorado State University
Fort Collins, CO
08/2015

Certifications

- **Tax Preparation Certification**- Community College of Denver, 2023
- **Bookkeeping/Payroll Certification**- Community College of Denver, 2023
- **Advance IRS Tax Preparation Certificate**- Tax Year 2022

Work and Volunteer Experience

VITA Volunteer- Tax Help Colorado at Community College of Denver | January-March 2023

- Prepared real returns for actual clients
- Developed teamwork skills working in a fast-paced environment

Barista Starbucks | September 2018- present

- Strengthened strong communication to boost customer experience and resolve problems

- Used POS system to process payments
- Maintained quick, efficient service during busy times

Front End Supervisor Ross Dress For Less | September 2014- June 2018

- Prepared cash deposits accurately
- Monitored cash supply for registers
- Delegated tasks to employees
- Maintained focus during busy times

Awards

- Colorado Governor's Letter for Service Contribution
- Internal Revenue Service Community Service Certificate