

ADELE LAURENT

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PROFESSIONAL PROFILE

Productive accounting professional with Cash Accounting, Accounts Receivable, extensive accounts payable and dispute management experience, having recovered over \$2 million in previously paid billing errors. Results oriented customer service experience with a dedication to accuracy and resourceful information gathering. Accounting and management experience with attention to detail and accuracy. Motivated, self-starter with excellent Great Plains, QuickBooks, MAS 90/200, MS Excel and Office Suite skills adaptable to new systems and software quickly. Seeking opportunity utilizing my excellent computer and research skills to be a valuable asset to your organization.

EDUCATION

- Recently attended Community College of Aurora, Denver, Colorado with Accounting and business focus maintaining 3.7 GPA

SKILLS

- Twelve years accounting including accounts payable, dispute management (Identified & recovered over 2 Million dollars in billing errors, ROI available on request), monthly sales & use tax calculation & filing, pay roll management, vendor invoicing, retail book keeping & shop management. MAS 90/200, Great Plains, ADP.
- IRS certified Senior SPEC Relationship Tax Consultant.
- Offer advanced computer skills in MS Office Suite, MAS 90/200 and other accounting applications/systems as well as web site development & design.
- 10 years experience in all aspects of customer service & marketing. Dedicated to accuracy & information gathering providing positive results.
- 25 years employee recruiting, training & management, focusing on safety & customer service.
- Over thirty years experience in public speaking and all aspects of live entertainment production & PR.
- Excellent skills keeping team focused on goals. Ability to encourage others to work together toward the common goal.
- Ability indentifying process improvements proven to increase efficiency, customer satisfaction.

ACCOUNTING, PROJECT MANAGEMENT & TELECOMMUNICATIONS EXPERIENCE

2013 Currently Assistant to the owner of Lowry Printing, a retail printing, copying and shipping center

2012 Contracts with Intrust as Staff Cash Accountant & **Unipath** in Accounts Payable Accountant

2011 Robert Half/Account Temps, Project Accounting analyst

2007-2009 WBS Connect, Accounts payable

2006-2007 Time Warner Communications, Customer Project & Account Coordinator

2005-2006 Qwest Communications, Large Project Coordinator & Management

1997-2007 ICG Communications from Marketing to Technical Consultant/Project Management

- All aspects of Accounts Payable, Invoice coding and approvals.
- Dispute identification, filing, tracking & management. Recovered over 2 million in billing errors over 2 years.
- Intranet web maintenance.
- Initiated, planned, ordered & coordinated the install of medium sized telecommunications networks, including voice and data circuits, video conference services and wireless services.

ACCOUNTING, PROJECT MANAGEMENT & TELECOMMUNICATIONS EXPERIENCE

- Consult with Sales to coordinate provisioning of voice and data communications services and any other ISP related products and provide telecommunications billing reports for agency program managers and administrative officials and other management officials, to identify any errors & dispute those issues with proper authorities.
- Develop procedures for establishing, operating, and assessing the effectiveness of telecommunications service charges to prevent waste, loss, unauthorized use, or misappropriation of assets
- Interface with customers to assure accuracy of technical information & needs received from sales
- Manage project execution to ensure adherence to budget, schedule, and scope.
- Prepare project status reports by collecting, analyzing, and summarizing information and daily activity.
- Assign duties, responsibilities, and spans of authority to project personnel.
- Coordinate recruitment or selection of project personnel and coordinate activities of project personnel.
- Assist in the development and management of annual budgets for projects.
- Establish and execute a project communication plan.
- Coordination of telecommunications services provided to customer by other Agencies, State and Local Governments, Local Exchange Carriers, telecommunications video equipment and service vendors.
- Coordinate and oversee activities related to the facility communications needs for the headquarters, offices or regional locations. Includes user support in the form of direct assistance or coordination with appropriate in-house and vendor representatives.

Additional Experience

PROJECT MANAGER, Performer & Show Producer

Live Entertainment

Across the US & Europe, Philippines, Toronto, Mexico

- Planned, Initiated & executed the coordination of all aspects of live show production, from stage & set construction to auditions, safety issues, costumes and payroll.
- Handled all health and safety issues, from set-up and dismantling of stage set and equipment, to performer and pool safety.
- Dealt with any customer service issues as they arose.
- Recruiting performers, scheduling of auditions, hiring, scheduling of rehearsals, Set design, Costume design, assisted in writing of the scripts.
- Presently on the Board of Directors of the Professional High Diver Association.
- Consult in the staging and Production of Professional Competitions.
- Corporate representative at conventions, trade shows and special events. As well as being the Corporate liaison with sponsors for television, radio and print media and assisted in organizing corporate representation, booth design and scheduling at conventions and special events.

RECOGNITION

2012 Recognized by the town of Parker for outstanding years of service to the Town and the Cultural, Scientific & Arts Commissions from 2007-2011

2012 Recognized by Colorado Governor Hickenlooper for outstanding service to Tax Help Colorado & VITA. IRS certified as an individual Tax consultant & prepared of low income families & seniors.

MANAGERIAL REFERENCES:

Mat Davis, Vice President	G4S	303-579-8447
Cathy Card, Analyst	TWT	303-596-6523