

# Laurie Kuntz

## Office Manager

Hudson, CO  
laurie.kuntz.ala@gmail.com - 720.314.6998

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Office Manager**

Timberline Chemical - Keenesburg, CO - 2015-06 - 2017-05

#### **Lead Student Advisor / Admissions**

Ashford University - Denver, CO - 2011-12 - 2015-06

#### **Office Manager**

Crescent Center - Lebanon, MO - 2010-07 - 2011-07

#### **Construction Project Admin**

Metro Steel Fabricating, Inc - Denver, CO - 2006-02 - 2009-10

#### **Chief Executive Officer**

Vinamor - Sandpoint, ID - 2005-06 - 2007-12

#### **Nobel Inspirations**

Self Employed - Keenesburg, CO - 2004-08 - 2006-09

Administrative contract work.

#### **Chief Executive Officer**

TJFR Group, Inc - Denver, CO - 2001-12 - 2004-08

#### **Training & Development Business Consultant**

Nobel Inspirations - Denver, CO - 2000-08 - 2001-12

#### **Senior Office Manager**

Appliance Factory Parts - Denver, CO - 1998-12 - 2001-05

#### **Human Resources Specialist / Office Manager / Personnel Supervisor**

Tri Valley Growers, Modesto, CO - 1988-06 - 1998-08

### EDUCATION

#### **Master of Business Administration in Human Resources**

Ashford University - Clinton, IA  
2013-11

#### **Bachelor of Science in Business Administration**

DeVry University - Westminster, CO  
2011-06

## SKILLS

TRAINING, ACCOUNTS PAYABLE, ACCOUNTS PAYABLE/RECEIVABLE, BUSINESS PLANNING,  
COMMUNITY RELATIONS

## ADDITIONAL INFORMATION

### Core Competencies

Employee Relations ~ Strategic & Business Planning ~ Training & Facilitation ~ Organizational Development  
~ Market & Product Development ~ Scheduling & Production Planning ~ Media / Community Relations ~  
HR Management/Development ~ Project Management ~ Accounts Payable/Receivable ~ Payroll ~ Business  
Coach ~ Time Management ~ Onboarding

### Technical Skills

Microsoft Office: Excel, Word, PowerPoint; Website Development; QuickBooks; Typing 70+ WPM; 10-key by  
touch; FileMaker Pro; FabTrol; REAP; CampusVue.