

Lorene Thiem

Accounting / Quickbooks / Microsoft Office / Excel / A/P/ AR / Payroll / Tax Preparation

Eyota, MN 55934

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I am a self driven woman with experience and integrity who is seeking permanent employment in Rochester, MN. I have several years of experience in fast paced offices of all types. I know how to prioritize my time and duties and have exceptional organization skills to achieve efficiency. My skill set is diverse and I enjoy a challenge while learning.

In 2006 my business partner and I started our company from ground zero. Together we made it well into 6 digits in just a couple of years with perseverance, pragmatic thinking, our drive, and emphasized on great customer relationships.

While at Keane Consultants Inc. as a contractor for IBM, I was awarded employee of the month 6 months in a row due to my enthusiasm to take on new tasks and increase my skill set; which lead the company to continued contracts with IBM throughout several departments.

I believe in hard work, communication and team work.

Authorized to work in the US for any employer

Work Experience

Seasonal Tax Preparer

Med City Tax and Accounting - Rochester, MN

February 2020 to April 2020

- Prepare Individual Tax Returns
- Prepare Small Business Tax Returns
- Profit and Loss Schedules
- Reconciling Bank Accounts
- Customer Service

Co-Owner and Accounting/Office Manager

Steve's Sprinkler Systems LLC - Eyota, MN

July 2006 to March 2020

- Quickbooks
- Microsoft Office
- Excel
- HR
- Accounts Payable
- Accounts Receivable
- Reconciling
- Payroll
- Prepare 1099's / 1096's
- Prepare W-2's / W3's
- Tax Preparation
- Inventory

- Purchase Orders
- Customer Service
- Field Work

Seasonal Tax Prep and Office Assistant (Seasonal)

Kelly Brenno Carpenter Accounting & Tax - Rochester, MN

January 2016 to April 2019

- Profit and Loss
- Excel Spreadsheets
- Reconciling Business Bank Accounts
- Reconciling Business Credit Card Accounts
- E-Filing and follow up on Customer Files
- Customer Service

Tax Preparation (Seasonal)

Krogh Tax Service - Rochester, MN

January 2011 to April 2012

- Business Tax Preparation
- Individual Tax Preparation
- Customer Service

Office Manager / Tax Preparation

Carolyn's Business Services (Seasonal) - Kasson, MN

December 2009 to April 2010

- Reconciliations
- All Office Duties
- Set up New Businesses with State and Federal
- Tax Preparation
- Customer Service

Office Manager (Seasonal)

Beighly Tax Service - Rochester, MN

December 2005 to April 2009

- Customer Service
- Office Duties
- Business Tax Prep

Buyer

Gauthier Industries - Rochester, MN

June 2004 to June 2006

- Procurement / Purchasing
- Created Purchase Orders
- Negotiated Pricing with Vendors
- Customer Service

IT Consultant

Keane Inc. - IBM - Rochester, MN

June 1999 to June 2002

Database Design • Directed all stages of analyzing, designing, coding, implementing, teaching end users, published on line help and the maintaining of complex Lotus databases • Designed multiple forms allowing several departments to enter data or to research AS/400 related criteria • Developed On-Line Help documentation and published end user manuals • Designed and integrated a line-item database as a tool to gather information from clients/users • Demonstrated classroom training and presentations of the product • Created and integrated a web site so Field employees had access to the database

Technical Writer in User Technologies Group • Maintain API's and updated HTML / SGML files and uploaded them to the server • Assisted in the re-structure of the Info Center Web Site

Testing OS/400 Operating System and Network Station • Tested various tools used within the OS/400 operating System and TCM for NWS • Created documentation and interacted closely with developers

Internship in the Global Services Dept. in Web Development

IBM - Rochester, MN

October 1998 to May 1999

- Designed layout for the AS/400 University
- Implemented Y2K and Tech Support Web sites
- Correlated Web servers with different browsers

Data entry on several IBM accounts

Impact - IBM - Rochester, MN

December 1993 to September 1996

Rochester, MN 12/1993 - 9/1996

Accounts Receivable

- Checked Receivables against purchase orders for accuracy including: PO number, vendor number, quantity, pricing, payment terms)
- Worked closely with Buyers to resolve any discrepancies
- Data entry

Accounts Payable

- Checked and entered Invoices against purchase orders for accuracy including: PO number, vendor number, quantity, pricing, payment terms)
- Created statements and mailed to vendors and assured deadlines

Procurement

- In charge of setting up contracts with suppliers of various commodities
- Worked closely with Card Line Analyzers and inventory
- Negotiated pricing and ordered electronic components for card line
- Follow up with and the expediting of orders
- Assure accuracy and resolved any discrepancies with invoices and purchase orders

Education

Certification

Rochester Community and Technical College
1998 to 1999

Associates Degree in Business in Business

Rochester Community College
August 1996 to March 1998

Skills

- A/P (10+ years)
- A/R (10+ years)
- Billing (10+ years)
- Budgeting (10+ years)
- Financial Statements (10+ years)
- General Ledger (10+ years)
- Insurance Billing (10+ years)
- Inventory (10+ years)
- Invoicing (10+ years)
- Payroll (10+ years)
- Project Management (10+ years)
- Purchase Orders (4 years)
- QuickBooks (10+ years)
- Scheduling (10+ years)
- Accounting (10+ years)
- Accounts Receivable (10+ years)
- Microsoft Excel (10+ years)
- Accounts Payable (10+ years)
- Receptionist (10+ years)
- Bookkeeping (10+ years)
- MS Office (10+ years)
- AS400
- Outlook
- Data Entry
- Microsoft Word
- Filing
- Excel
- access
- Microsoft Office
- Sales (10+ years)
- credit (10+ years)
- Tax Experience

- Account Reconciliation

Certifications and Licenses

Current PTIN

January 2020 to December 2020

Certified to Prepare Individual and Small Business Tax Returns.

Assessments

Office Manager — Proficient

January 2020

Scheduling and budgeting.

Full results: [Proficient](#)

Conscientiousness — Expert

February 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Expert](#)

Accounting Skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: [Proficient](#)

Office Manager — Proficient

January 2020

Scheduling and budgeting.

Full results: [Proficient](#)

Principles of Accounting — Completed

June 2020

Preparing financial records according to federal policies.

Full results: [Completed](#)

Accounting Skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: [Proficient](#)

Following Directions — Proficient

June 2020

Following multi-step instructions.

Full results: [Proficient](#)

Principles of Accounting — Completed

June 2020

Preparing financial records according to federal policies.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

Office/Management Skills

A/R, A/P, Payroll, QuickBooks, General Ledger, Tax Prep, Financial Statements, Budgeting, Project Management, Scheduling, Inventory, Purchase Orders, Invoicing, Insurance Billing and all office equipment and software.