

Lori Baladez

Bookkeeper

Contact

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Objective

As a Bookkeeper, my primary objective is to support the business operations, by providing accurate and timely financial information and by providing excellent customer service. I aim to create a positive and productive work environment by communicating with team members, setting goals and monitoring performance.

Education

Aims Community College
Greeley, CO
AA in Accounting
GPA 3.92

Key Skills

Bookkeeping
Project Management
Customer Service Oriented
Communication
Problem-solving

Experience

2023 - 2024

Patient Registration Coordinator • Mile High Treatment & Recovery

Validate patients' insurance eligibility

Prepare daily/weekly/monthly reports

Audit patient charts

Schedule appointments

Develop professional relationships with patients

Audit Central Registry

Set up patient profiles

Maintain office and waiting room area

September 1999 - Present

Office Manager • Vertical Approach Construction, LLC

Perform all bookkeeping functions thru financial statements

Facilitate permitting and licensing

Project Management

Create and/or type documents

Research

August 2017 – June 2020

Accounting Specialist • Codi Manufacturing, Inc.

Accounts Payable – processed over 500 invoices per week

Accounts Receivable

Customer Service

Collections

February 2015 – May 2017

Accounting Specialist • MJ Freeway

Accounts Receivable – processed over 1000 payments per week

Customer Service

Collections

Prior to 2015

Various Accounting Positions •

Supervised a staff of nine

Accounts Receivable

Accounts Payable

Customer Service

Collections

Software conversions

Communication

Implemented new procedures that streamlined operations. Created auditing tools to ensure all documentation is maintained. Organized team meetings and team building experiences.

References

Available upon request.