

M. Theresa Romero

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SUMMARY:

- **Accounting - Quick Books** Enterprise 2021 (A/P, A/R, Reports, GL)-Conversion/Startup, including **payroll and Job Costing**), Sales Tax, Asset Management, Sub-classification, financial and payroll reporting
- **Payroll** -QuickBooks Enterprise/web-based- (Intuit Full-Service Payroll, QuickBooks, ADP, Ceridian) (hourly-salaried non-exempt, exempt)
- Expert (**Advanced**) **Microsoft Office 365** (MS Access, Excel, Word, Publisher, Outlook), MS Visio
- **Advanced report** writing skills (**Crystal** (Business Objects)-SQL, MS Access, MS Excel)
- **HR Administration:**
 - Compliance New employee intake, Policies, Employee Handbook compilation
 - **Benefits Administration** - renewals/comparative analysis, plan design, PTO
 - **Commercial Insurance** Administration-Renewals, W.C., risk- prevention and safety plan, payroll audits/renewal
 - **Employee Relations** – Manager/Supervisor guidance, performance evaluation process
- **HRIS S/W conversion** Project Lead
- **Project Management/Lead** experience/AMA and MS Project Training * **Process Flow** – **Documentation** - MS Visio chart(s), documentation, supportive file linking
- **Engineering** package preparation/submittals – Development Plans
- **Exceptional written and verbal** communication skills
- Excellent **interpersonal** relationship skills
- Political/Public Interest Campaign Support – targeted audience - National, State and Local utilizing industry specific software.

BRIEF SUMMARY BASED ON PAST CAREER EXPERIENCE:

Professional Office Administrator and functional Manager with 7+ years' experience in the Technology and Construction industry seeks to achieve top-notch managerial and organizational skills in order to boost efficiency.

- Achievements include knowledge of Payroll and Accounting functions with excellent ability to provide statistical-measurable reporting such that stakeholders can make educated business decisions.
- Highly organized, self-motivated and proficient.
- Diverse skill set and expertise lend to provide professional, relevant and well-rounded support to any office.

PROFESSIONAL EXPERIENCE:

Avalon Communication Services, LLC (Sheridan, CO)- Office Manager

June 2017- Oct. 2022

Organized and maintained office operations and procedures, prepared payroll and time-tracking, AR, AP, maintain filing systems and assigning and monitoring clerical functions.

- Administer Accounting System – QuickBooks Enterprise
 - ✓ **Accounts Receivable** – billing \$2-4 million monthly - daily, weekly, monthly billing to customers (Burlington Clothing and King Soopers), verifying receipt and payment.
 - ✓ **Accounts Payables** – 24-7 repository and posting to AP System, weekly check run
 - ✓ **Job Costing**

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- ✓ Financial Reporting
- ✓ Month-end Closing
- ✓ Customer payment processing-Bank deposits

▪ **H.R. Function:**

- ✓ Onboarding – Staffing, background check, intake paperwork, Group Benefit program, Performance evaluation-pay increases, Employee policies, procedures and handbook development.

Blitz (Denver, CO) Political Campaign – Canvasser

October 2014 - Current

- Approach targeted audience for campaign support utilizing industry software – Local and National candidates and/or campaigns.

Pikes Peak Historical Street Railway Foundation (Colo. Springs, CO) – Accountant Jan. 2014 – April 2017

- Accounting – QuickBooks project-based
- Revised General Ledger Accounting system
- Implemented new Asset Control—Accrual System – specific to railroad industry

Temporary Staffing (Colorado Springs) – Accounting-Administration

Oct. 2010 – Jan. 2014

- Olive Real Estate and Commercial Property
- Stewart Title

Junior Achievement Worldwide Headquarters – Program Data Specialist-IT Dept. June 2004 – Oct. 2010

- Custom Database compilation – MS Access in SQL Server environment
- Advanced Report writing – Crystal Reports, 120+ locations technical support

Ingersoll-Rand-Colorado Springs – HR Analyst

June 2001- Aug. 2004

- Schlage Lock (mergers/acquisitions)
- Compensation, Policies, HRIS, PTO

National Jewish Health (Denver, CO) – HR Analyst

Dec. 1999-June 2001

- Compensation
- EEO/Affirmative Action Plan Administrator

EDUCATION

- University of Colorado at Colorado Springs 2000 – 2004 (School of Business)
 - ✓ Business Administration-2nd Emphasis - IT

SOFTWARE:

- MS 365 – Advanced – Excel, Word, Access, Power Point, Outlook
- MS Visio
- QuickBooks Desktop-Online - Accounting and Payroll
- Crystal Reports
- SAP Concur
- MS Project
- Adobe Editor
- Oracle-Siebel CRM