

# MADISON FORTUNATO

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**PERSONAL STATEMENT** | I am well organized, enthusiastic, and looking to add value to a company through my supportive attitude, strong work ethic, and supervisory abilities.

**EDUCATION** | **HASTINGS COLLEGE - HASTINGS, NE**  
BA Business Administration and Sports Management MAY 2018  
3.54 GPA  
- Resident Assistant-2 years, Hastings College Tennis Team, Student Senate-Dorm Representative, Dean's List Fall/Spring 2016, Fall 2017, Spring 2018

**EXPERIENCE** | **R & K GLASS, INC, DENVER, CO** JUNE 2020-PRESENT  
Accounts Payable/Receivable  
- Create Purchase Order, Sales Receipts, Invoices, Payments, Vendor Bills etc. in QuickBooks  
- Daily and monthly customer billing  
- Monthly/Weekly Customer Collections  
- Create and maintain multiple Excel sheets to track various aspects (installers, overtime, attendance, sales, man hours, track billing)  
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**BANK OF THE WEST-ARVADA, CO** SEPTEMBER 2018-JUNE 2020  
Service Banker  
- Provided customer service by answering questions, handling transactions by utilizing three to four different computer systems  
- Met sales goals six of seven eligible quarters with knowledge of products offered  
- Kept on top of filing and retention in the branch  
- Met balancing requirements, operational and security procedures

**NEXT LEVEL SPORTS PERFORMANCE - ARVADA, CO** MAY 2017-AUGUST 2017  
Summer Intern  
- Provide customer service at the front desk by scheduling appointments, follow up visits  
- Post client payments to the office computer system in WebMD  
- Communicate with insurance companies when processing new clients

**KEY COURSES** | Advanced Public Address, Business Communication, Human Resource Management, Business Ethics, Corporate Finance, Business Law, Micro and Macro Economics, Financial and Managerial Accounting, Accounting Information Systems, Strategic Management & Policy

<b>SKILLS</b>	Time management	Leadership
	Multitasking	Customer service
	Team orientation	Conflict resolution
	Problem solving	Business management
	Coaching/Coachable	Attention to detail
	Interpersonal communications	Accuracy
	QuickBooks	Reliability
	Microsoft Office	