

Amee McDermott  
12801 Lafayette St D203  
Thornton Co 80241  
720-233-6544

- Skills Great organization skills, Customer Service experience, Answering phones, computer skills, typing 60-70 WPM, knowledge of most office equipment, ten key by touch , billing, invoicing, strong A/R and A/P skills, reconciling bank statements, posting and depositing cash, collections, vendor set up, and all aspects of vendor relations.
- Education GED 4/1991
- References Candice Turnage – 720-648-9045 Kathleen Young-720-244-4227 Kathy Werkmeister-303-478-3058

*Software Knowledge: ACT, New Invoice Management, IClear, Maestro, Quickbooks, Microsoft office, windows XP.*

- **Employment History**
- **Teamwerk Professionals LLC 5/07- 8/20/10**  
1333 W 120<sup>th</sup> Ave Ste 210 Westminster Co 80234  
Supervisor-Kathy Werkmeister 303-456-2457  
Position – Accounting Manager  
Duties include: All aspects of accounting. Handling 4 different accounts for different companies.
- **Houg Special Services 5/06-5/07**  
5333 E 58<sup>th</sup> Ave Commerce City Co 80022  
Supervisor- Mike Mattox 303-298-3907  
Position-A/R collections clerk  
Duties include: Data entry, customer service, billing, ten key, word, excel, A/R posting and depositing cash, reconciling bank statements, and credit card statements, A/P vendor set up, paying carriers, and vendors, running credit cards, researching, filing, copying, mailing.
- **US Bank 10/03-12/03**  
5550 Rock Mount Dr Denver Co.  
Supervisor-Cindy Orr 303-561-7342  
Position- Proof Operator  
Duties include: Entering numerical information on bank documents, data entry, ten key, running proof machines.
- **PSA Security 4/2000-1/2001**  
12011 Tejon St Westminster Co 80234  
Supervisor- Pat Mitchell 303-252-8607  
Position- International Billing clerk (Letter of recommendation available upon request)

Duties include: customer service, billing, invoicing, phones, research, A/R, ten key, computer faxing, copying,

- **Dept of Defense 4/99-10/99**

Lowry Air Force Base

Closed down no phones available Supervisor – Zeny

Position- Accounting clerk

Duties include: A/P accounting, research, billing, phones, general office equipment, and dept of defense software.