

# Meaghan Olson

Lakewood, CO 80226

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## Work Experience

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### **Billing Specialist**

Mike Ward Automotive - Highlands Ranch, CO  
September 2023 to March 2024

### **Billing Specialist**

Larry H. Miller Nissan Arapahoe - Centennial, CO  
September 2022 to September 2023

### **Billing Specialist**

Peak Kia - Littleton, CO  
November 2021 to August 2022

### **Accounting Assistant**

Medved Autoplex - Castle Rock, CO  
June 2021 to November 2021

### **Accounting Clerk**

Automotive Avenues - Lakewood, CO  
August 2020 to June 2021

### **Accounts Payable Clerk**

Larry H. Miller - Denver, CO  
November 2014 to April 2020

I've done just about everything in the accounting office.

## Education

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### **High school or equivalent**

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Bear Creek High School - Lakewood, CO

## Skills

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- Accounts Payable
- Accounts Receivable
- Invoice
- AP

- Billing
- Payroll (1 year)
- accounting
- Outlook
- General Ledger Accounting
- Account Reconciliation
- Bank Reconciliation
- General Ledger Reconciliation
- Journal Entries
- Data Entry
- Auditing
- Typing
- Microsoft Powerpoint
- Accounts receivable
- Accounts payable
- General ledger accounting
- Balance sheet reconciliation
- Account reconciliation
- General ledger reconciliation
- Accounting
- English
- Customer service
- Front desk
- Financial auditing
- Payroll
- Project coordination
- Microsoft Dynamics 365