

Michelle Leinweber

The Co-worker you've always wanted

Fort Lupton, CO 80621

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Authorized to work in the US for any employer

Work Experience

OFFICE ADMIN/ACCOUNTING

BRANDSAFWAY SCAFFOLDING-Commerce City, CO

2016 to Present

RESPONSIBLE FOR CUSTOMER ACCOUNTS, MONTHLY INVOICING, HANDLING CASH ACCOUNTS, BANK DEPOSITS, APPLYING/POSTING MONIES ON ACCOUNT, CREATE PURCHASE ORDER UPON REQUESTS FOR COMPANY PURCHASES, PROCESS/CODING SUPPLIER INVOICES FOR PAYMENT, PROCESS EMPLOYEE EXPENSE REPORTS, SETUP NEW VENDORS/SUPPLIERS/CUSTOMERS. ASSIST SALESMEN/OFFICE MANAGER IN DELINQUENT ACCOUNTS. RECONCILIATION OF MONTH END JOB COST REPORTS. DAILY AUDIT OF OPERATION DEPTS PAPERWORK FOR IN/OUT/TRANSFER

Executive Assistant to General Manager

HYDRO RENTS COLORADO-Henderson, CO

2013 to 2016

80640 ADMIN ASST TO GENERAL MANAGER

GENERATE WEEKLY RENTAL/SALES INVOICES & PURCHASE ORDERS FOR HYDRAULIC SCAFFOLD. COLLECT/POST CUSTOMER PAYMENTS. ASSIST/RESEARCH CUSTOMER OPEN/PAST DUE/OVER PAID INVOICES. ORDERING/SELLING EQUIPMENT/PARTS. CREATE EMPLOYEE EXPENSE/COMMISSION REPORTS. SUPPLY MONTHLY/WEEKLY AR/AP REPORTS TO GM & CORPORATE OFFICE. WORKED WITH GM ON COMPANY WIDE TRAINING, PROVIDE CATERING & MATERIAL AS NEEDED. PREFORM GENERAL OFFICE DUTIES SUCH AS FILING, INVENTORY, MULIT- PHONE LINES, ORDER/MAINTAIN/REPAIR OFFICE EQUIPMENT SUPPLIES. SERVE AS YARD HAND/PARTS RUNNER ON DEMAND.

BUSINESS PROFICIENCIES:

- Excel, Word, Some PowerPoint • 10 key, Multi- Phones Lines
- SAP Systems, Great Plains, Syteline • Excellent Customer Service, Detail
- Company Notary Oriented, Team Player, Eagar

Education

High school or equivalent

Skills

- Office Admin

- Front Office
- Office 365
- Accounts Payable
- SAP
- 10 Key Data Entry
- Accounts Receivable
- Equipment Repair
- General Ledger Accounting
- SyteLine
- Journal Entries
- Account Reconciliation
- Bank Reconciliation
- Office Management
- QuickBooks
- Communication skills
- Manufacturing
- Bookkeeping
- Organizational skills
- Time management
- Systems engineering
- Customer service
- Microsoft Outlook
- Sales

Certifications and Licenses

Driver's License