

ASHLEY NOULLET

2935 Monroe Street | Denver, CO 80205 | Cell: 720-312-7748 | ashleynoullet@gmail.com

QUALIFICATIONS

- Entrusted with confidential business and employee information
 - Frequently prioritize and finalize multiple concurrent projects
 - Perform with calm demeanor in stressful situations
 - Strong verbal and written communication skills
 - Proficient in Microsoft Office, TABS3, Practice Master & Worldox
 - Learn and adapt to new software programs quickly
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EXPERIENCE

ACCOUNTING ASSISTANT | BLOOM MURR ACCOMAZZO & SILER, PC

December 2010 – Present | Denver, CO

- Receive, verify, code and enter invoices / check requests for payment
- Complete month end accruals; enter costs to client from invoices such as Konica photocopy charges, Westlaw, PACER, LexisNexis, Simplifile and ICCES.
- Conduct weekly check printing; present payments to shareholder for review and signature; then mail to vendors
- Respond to account inquires and resolve invoice discrepancies
- Generate reports needed for management team and clients upon request
- Maintain accurate vendor records, updating Tax ID numbers, terms of payment information, and mailing addresses
- Work with company controller to complete year end reconciliation
- Manage and order inventory; received annual purchasing report from supplies vendor showing 96% of purchase orders were under negotiated contract
- Coordinate company events and functions, performing cost analysis to stay within predetermined budget guidelines
- Assisted in changeover to electronic record keeping; scanned all financial records, including: client payments received, daily bank deposits, credit card statements, client costs account checks with invoice documentation, operating account checks with appropriate invoice document and trust checks

TRAVEL MANAGER | COLORADO TRAVEL SOLUTIONS

September 2010 – December 2010 | Denver, CO

- Assisted many high profile individuals, groups, and businesses with international and domestic travel services
 - Generated and prepared all necessary travel documents for clients
 - Prepared estimate of budgets and travel spend, then monitored and analyzed all travel expenses to ensure compliance with client requirements
 - Worked with various vendors and communicated often to resolve issues
 - Edited manifests and monitored activity to assure accordance with schedule
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EDUCATION

ASSOCIATE OF GENERAL STUDIES | BUTLER COMMUNITY COLLEGE

Graduated July 2010 | Andover, KS

INTERNSHIP | ANDOVER CHAMBER OF COMMERCE

Fall Semester 2009 | Andover, KS

INTERNSHIP | CRUISE HOLIDAYS

Spring Semester 2009 | Wichita, KS