

Nanette Sharp

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303-472-5112

Experienced bookkeeper and office manager skilled in streamlining operations and financial records. As a detail-oriented worker, I successfully realigned an outdated accounting system. Produced new policies for administration and service. I believe in efficient organization to boost productivity. Looking to apply my expertise in Accounting, Construction Contracting and Project Administration.

Work Experience

Westco Systems Inc-Office Manager

January 2013- Current

- Contract management and Project Set up
- Permitting for Projects
- Issue submittals, RFI's, Change Orders
- Bid Preparation with Estimation Department
- Accounts Receivable and Collections
- Sales Tax Reporting
- Financial report preparation
- Marketing for company with direct sales brochures and leads
- Insurance verifications
- Contractor licensing
- Company Asset Management
- Supervise Administration Employees
- HR- Payroll, Company Policy and Procedure Implementation, Onboarding
- Service Dispatch and coordination
- Create and negotiate proposals for repairs and preventive maintenance

All Copy Products-National Account Coordinator

October 2010 to August 2011

- Contract Management and negotiations for out of state customers
- Billing approval and payables
- Implemented savings \$12,000.00 per year for invoice verification procedures

Honnen Equipment Company- Staff Accountant

January 2008 to October 2010

- Used ERP system for Input of purchase orders
- Reconciliation of Bank Accounts
- Reconciliation of General Ledger Accounts
- Account receivable payments and collections
- Accounts payable input for 10 branches
- Sales Tax Reporting and Remittance
- Process of monthly and yearly closing documents and reports
- Warranty input ERP system

Trinity Leasing Company -Traffic Manager/Accounting Manager

September 2002 to April 2006

Purchase and Sale of Vehicle Full Process
Customer Financial Approval
Loan Processing for Vehicles
Accounts Receivable
Accounts Payable
Payroll
Human Resources
Supervision of administration and accounting staff

Skills

ACCOUNTING (10+ years)
ACCOUNTS PAYABLE (10+ years)
ACCOUNTS RECEIVABLE (10+ years)
SALES TAX (10+ years)
HR (10+ years)
PROJECT ADMINISTRATION (12 years)
BILLING (15 years)
MICROSOFT APPLICATIONS (15 years)