

Nichole Walters
19324 E. Purdue Circle
Aurora, CO 80013
(720) 629-3571
nicholewalters25@yahoo.com

QUALIFICATIONS/SKILLS

Highly competent professional who can be trusted with the most confidential projects. Successful in turning disorganized environments into smooth-running operations and overhauling administrative processes to improve accuracy and efficiency.

- Self-starter and quick learner always exceeding expectations.
- Highly organized and detail oriented.
- Dedicated and focused; ability to prioritize and complete multiple tasks following through to achieve project goals.
- An independent and self-motivated professional with excellent research and writing skills.
- Ability to grow positive relationships with clients and colleagues at all organizational levels.
- *Computer skills/software to include* MS Word, Excel, PowerPoint, Microsoft Outlook, Microsoft Office, Quickbooks, Sage

PROFESSIONAL EXPERIENCE

Outfitters Electrical Services – CFO – Co-Owner

February 2008 - Present

- Tracking cash flow and financial planning
- Analyzing the company's financial strengths and weaknesses and proposing corrective actions
- Making recommendations on mergers and acquisitions, funding, and investment strategies
- Plans the execution of the functions of reimbursement, budget, general ledger accounting, accounts payable and payroll
- Prepare financial reports, including income statements and balance sheets
- Coordinate audits, reconcile accounts and maintain all accounting records

Bassett & Associates – Accounts Payable

March 2021 – Present

- Manage accounts payable processes for separate entities and vendors
- Process due invoices for payment within set timeframe
- Prepare bills according to company practices
- Compare purchase orders, prices, terms of payment and other charges
- Verify and investigate discrepancies
- Work with compliance issues regarding accounts payable processes (W-9, sales tax, etc.)
- Maintained the highest level of quality and customer service

Niron Construction – Administrative Assistant / Accounting Assistant

April 2014 – March 2021

- Perform a wide variety of routine and non-routine administrative functions and secretarial services. Handles details and assignments of a routine nature within agreed upon limits using established guidelines and procedures.
- Composes, design, edits and prepares various correspondence, documents, and reports for the department including spreadsheets, graphs, and charts.
- Identifies computer applications to perform required duties in the most effective manner.
- Processes department timekeeping and employees' changes
- Process employee/Director expense reports
- Greets and directs customers, answers phone, and maintains stationery supplies.
- Receives, sorts, redirects and prioritizes incoming mail.
- Maintain & prepare payment processing for outside contractors and vendors.
- Provides support for departmental projects.

Administration & Organization

- Created highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functioning.
- Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives.
- Conducted extensive Internet research on competitors and potential acquisitions and reported findings.
- Developed, formatted, and maintained databases.
- Updated and maintained CEO's calendar and assisted managers with special projects as needed.

Communication & Client Relations

- Answered a high volume of incoming calls and in-person inquiries from clients and colleagues; treated each person with respect and provided information and referrals.
- Acted as liaison and maintained open lines of communication among senior executives, board members, shareholders, medical directors, middle management, and administrative staff.
- Composed correspondence; proofed and edited documents to ensure accuracy and consistency.
- Coordinated preparation and timely dissemination of company reports for meetings and conference calls.

EDUCATION

Aurora Central High School

Aurora CO 1988