

Patricia Pollard

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Objective

To obtain a position with a company to effectively utilize my skills and experience to increase profitability and growth.

Qualifications

- Payroll
- Bookkeeping
- AR/AP
- Strong Excel, Word, SmartVault, Proseries, and Outlook
- 10 key
- Strong Organizational skills
- Professional
- Dedication and driven as a hard-working individual

Experience

January 2017 to February 2020
Staff Accountant | Administration
HSJ & Associates | Arvada, Co.

- Full cycle Accounting
- AR/AP
- Payroll and bookkeeping
- Answer all incoming calls
- Process invoices
- Process all tax returns and incoming data
- Schedule meetings and appointments
- Scan all documents into Cloud
- Answer client questions with email/phone
- Greet all clients
- Trouble shoot office machines

August 2012 to January 2016

Quality Control/Quality Assurance Technician

Enstrom Candies | Grand Junction, Co.

- Perform all facets of sanitation assurance (pre-operational, daily, weekly, and monthly)
- Microbiology testing (ATP, surface, gluten, and allergy)
- Supervise critical control points (metal detector, allergy statement)
- Ensure all employees follow good manufacturing practices
- Conduct the following audits: process control, control point, HACCP, and critical control points
- Gather samples for testing

June 1995 to July 2012

First Assistant Manager

McDonalds of Gunnison | Gunnison, Co.

- Hired all staff
- Conducted orientation and training
- Completed schedules for all employees
- Supervised all shifts
- Supervised food supplies
- Maintained sanitation
- Must obtain profit and loss goals

Education

Currently attending Metro State University for a BS in Accounting.