

I am an experienced Controller/CFO/Business Manager and Accountant/Bookkeeper with more than 20 years of experience across a wide range of industries. I pride myself on being accurate, efficient and I carry a business owner's, growth mindset. I bring a passion for profit, an approachable warm personality, and the ability to lead and follow. Notary Public in CO.

EDUCATION

Colorado State University (CSU) – Fort Collins, CO - Graduation Date: December 2004
Bachelor of Science Degree in Business Administration
Major: Finance and Real Estate Minors: Accounting and Economics
Attended: Fall 1997 – Spring 2001, December 2004

Fort Collins High School – Fort Collins, CO - Graduation Date: May 1997

WORK EXPERIENCE

Conduct All Electric – Windsor, CO
Controller – November 2021 - Current
CFO level duties of executive management, lead accounting department, HR/Onboarding/Exits, Benefits & Retirement Administration, Manage Front Office, A/R & A/P, Payroll, Financial Reporting and Statement Preparation, CPA/Tax Coordination, Financial Analysis, Forecasting, Budget Establishment/Maintenance, Assist President on Lending, Advertising Agreements, Metrics establishment and management, Cash Management/Banking, Internal Operations and Procurement oversight, Market Research, Federal Contract and Davis Bacon Management, Team Meeting Facilitation, Process Improvement, Manage Asset Purchases and Capital Funding, Carry Out Presidential Vision. We, as a team, took a \$4.6M electrical contractor to \$8.2M in one year.

Crunch Accounting Services, Ltd. (Formerly Trish Witulski - Accountant, LLC)– Fort Collins, CO
Owner/Accountant – Established 2018 - February 2023
Full charge bookkeeping/accounting/reporting services to clients within the following niches: Construction, Not-for-profit Organizations, Real Estate Brokers, Membership Associations, Commercial Property Associations, Home Owners Associations, Retail, Property Management.

Associates in Building & Design, Ltd. – Fort Collins, CO
Accountant – June 2019 - May 2021
Full charge construction cost accounting. Maintain, review, and analyse fiscal records. A/R, A/P, payroll, tax reporting, license procurement, budgeting, forecasting, cash flow management.

Cap It Covers/Northern Colorado Line-X/Hot Shotz Inc. – Fort Collins, CO & Loveland, CO
Administrator – October 2018 – June 2019
Financial administration, management and human resources for three companies including duties such as: payroll, accounting, GL, benefits administration, contract negotiation, A/P, A/R, banking, loans, leases, real estate, vendor relationships.

O'Dell & Company CPA's – Fort Collins, CO
Business Director – June 2017 – July 2018
Manage operations for a firm of CPA's. Develop and implement internal systems, marketing, technology, and provide general business support. Billing, A/R, A/P, collections. Increased capacity via project management to enable a transition from solely compliance-based work into business advisory services. Implemented benefits program for a company that had been without for 30 years.

Keller Williams Realty – Fort Collins, CO, Longmont, CO
Chief Financial Officer/Administrator: December 2015 – March 2017

Proven track record of establishing cross-functional relationships to create synergy in the real estate industry. As the financial and operations leader on the executive team, develop systems and strategies, marketing, sales, analytics and business development, to exceed profit and sales goals. All accounting, bookkeeping, A/R, A/P, payroll, general ledger, etc. Multi-million dollar budgets, creating financial statements, streamlining processes. Managing staff, creating vendor relationships, advocating for real estate issues and initiatives in our local political environment.

E Simple LLC: eBay Retail and Consignment – Fort Collins, CO

Owner & President: May 2006 - Present

Purchasing, sales, marketing, shipping, vendor relationships, customer relations, financial operations, accounting, hiring, training, payroll and management of 10+ employees.

ACHIEVEMENTS & QUALIFICATIONS

Member: National Home Builders Association, Professional Women in Building, Colorado Home Builders Association, Northern Colorado Home Builders Association.

Agent Advisory Council at Sellstate Crossroads Realty: 2017 and 2018

Voting member of the Board of Advisors. Decision making and oversight for the real estate brokerage.

Student Network Program at CSU College of Business: 2000 / 2001

Selected as 1 of 20 members out of 200+ applicants

Implementation of university wide events including: the University Presidential Address, Art Appreciation & Exhibition, and Freshman Support Center. Facilitated events for large groups to promote university recruiting, diversity, and retention.

Summit Student Investment Fund at CSU Department of Finance: 2001

Managed a portfolio of investments donated to the College. Analysis of the portfolio, created presentations, evaluated financial statements and company performance. Spoke at an alternative high school regarding college experience.

Diversity / Seminar Facilitation Certification Course: 2000

Qualified for CSU registry of Seminar Facilitators

Intensive semester long training in public speaking, presentations and seminars. Complete training in facilitation of large group meetings, workshops and seminars; addressing ways to handle conflict resolution, diversity and team building. Trained to deliver and/or facilitate seminars for education, workplace teambuilding and business practices.

Education Specialist trained by eBay: 2006

Completed coursework and passed exam. Teach seminars on how to use the eBay marketplace and sell online. One of only a few hundred trained throughout the nation. Plan and execute events and seminars.

SKILLS & TRAITS

Highly proficient in computer programs including:

Account Edge, QuickBooks Desktop & Online, Sage, Xero, Microsoft Office Suite, various proprietary financial, construction, and real estate software, apps, and programs. Type 90-100 wpm.

Highly effective and proficient in:

Direct communication, time management, and strong in multi-tasking

Learn and accept new skills and increased responsibility quickly

Self-motivated and driven

Highly analytical, logical, organized, and a creative thinker

Strong management style; willing to lead by doing and celebrate others' success