

Phyllis McCormick

F/C Bookkeeper / Office manager

Lochbuie, CO 80603

phyllismccormick2_pmh@indeedemail.com - 720-308-8584

Authorized to work in the US for any employer

WORK EXPERIENCE

FC Bookkeeping Office Mgt.

Freelance Bookkeeping - 2013-12 - 2017-10

Construction: AIA Billing, SOV, Progress Billing, Contracts, Proposals, Waivers, Job costing.

Manufacturing / Distribution / Service companies / logistics

Setting up QB (in some companies) implemented training, preformed all accounting duties from Data entry to A/R, A/P, JE, GL, Payroll in house and via 3rd parties, Liabilities, Sales Taxes, Reports, P&L. designing PO's and customizing Inv. Monthly bank reconciliations. Job Costing, time and billing, Inventory, Repairing & cleaning up Books, organizing files to organizing offices for better functionality. Other office functions.

F/C Bookkeeper / Office Manager

Rubber Service Corp - Commerce City, CO - 2011-05 - 2013-11

Letter of Reference Available

(Laid Off) 5745 Monaco St.

Commerce City, CO 80022

Position: F/C Bookkeeper / Office Manager

Cust. Serv / Sales / Quoting / Purchasing

Duties: All Office procedures including but not limited to. A/P, A/R, JE, GL, P/R, Posting,

Invoicing, Payroll & Sales Taxes, Liabilities, financial reports, job costing, bank reconciling., and other accounting duties. Customize any forms / reports in QB.,

Office Management, implementing safety in the work place. HR duties, translating Eng/Spanish verbally & written. Training employees, shipping and receiving.

Customer service, taking orders, quoting, researching, sales, job costing, purchasing Inventory tracking, customer specific materials.

Office Manager and Bookkeeper

A & A Glass Co., Inc - Aurora, CO - 2006-03 - 2010-06

Owner passed away in a motorcycle accident and wife closed the company and Sold to new owners.

Office Manager / Bookkeeper

Interim Work: Kruger Family Farms / South Gate Chiropractic CA - Rochester, MN - 2007-06 - 2008-10

Office Manager and Bookkeeper

A & A Glass Co. - Aurora, CO - 2006-03 - 2007-06

F/C Bookkeeper / Office Manager / Cust. Serv / Sales

Duties: All Office procedures and front counter. A/P, A/R, JE, GL, P/R, Posting, Invoicing, collections, all end of month reporting, A/R & A/P taxes, financial reports, job costing, bank reconciling., and other accounting duties, & office duties.

implementing safety in the work place, working with Workers Compensation issues.

HR duties. Translating Eng/Span. Handling Customer complaints (CSR) and Customer Sales.

Programs: QuickBooks Pro, Excel, Outlook, Word, GTSLx custom program.

A/R Bookkeeper

Navajo Shippers - Denver, CO - 2003-12 - 2006-03

303-286-0724

Contact: Mike Goff Letter of Reference Available

Position: Accounts Receivables / Collections/ Account Mgt.

Duties: Distributing of mail. Processing & verifying all checks for posting. Working adjustments, applying and posting. Researching shortages.

Assisting customers. Helping trouble shoot problems with the A/R team. Reviewing managing 100+ accounts, 2nd auditing invoices, creating spreadsheets for various tasks.

Programs: AS400 Accounting, RVI (viewing prog.) MS office, Excel, Outlook

Business Manager

RMCAT Environmental Services Inc - Denver, CO - 2002-08 - 2003-08

Laid off) 4975 Paris St.

Denver, CO. 80239

1-888-421-4111

Contact: Summer Watkins

Position: Business Manager

Duties: Managed all office procedures and duties for the Denver Div. Overseeing the Receptionist's duties. Entering AP, AR, JE, Job costing, change orders, reports, preparing payroll, prepared Certified Payroll reports for the City and County of Denver's Auditors office. HR for the Denver Div. & Assisted three other divisions with trouble shooting & HR. vendor related job costing. Organized company & office functions.

Programs: MS Office, Excel, Citrex, Timberline Accounting, Peachtree Accounting.

EDUCATION

CNA in Nursing Skills

Front Range Nursing School - Colorado Springs, CO
2015

College Prep in General studies & Special

St. Paul. - Saint Paul, MN
2012-09

General studies

Johanna Mid. School - Saint Paul, MN

SKILLS

Certified Nursing Assistant

CERTIFICATIONS/LICENSES

CNA

2015-10 - 2018-01

CPR/First Aid

2015-08 - 2018-08

ADDITIONAL INFORMATION

Fluent in Spanish