

Renee Podtburg

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OFFICE MANAGER/CONTROLLER

Dynamic Expert in Management, Productivity, & Ethics

Highly organized, efficient Office Manager with 17 years' experience independently running multiple different businesses. Strong understanding of financials due to vast bookkeeping skills. Possess thorough knowledge of exceeding performance objectives and juggling multiple responsibilities in a fast-paced environment. Hardworking, ability to handle complex transactions across multiple systems. Able to collaborate with others to meet customer and client needs. Dependable, delivering superior results and contributing significantly to an organization's overall top-line growth.

Technology | Accounts Receivable, Accounts Payable (AR, AP) | Payroll | QuickBooks
Self-managed | Problem Solver | Motivated | Cross-functional Collaboration
Financial Management | Computer Efficient | Microsoft Excel

Professional Experience

Officer Manager | Soaring V Fuels LLC | May 2019 – October 2024

Independently managed all financials and employee management for multiple entities.

In charge of complete financials for multiple entities. Responsibilities include, but are not limited to, AP/AR/Payroll/Human Resources/Tax Liabilities/Licensing. Co-Managed the actual Convenience Store. Responsibilities include employee management of 10-15 employees, scheduling, training, ordering, inventory, profit management and contracting. I am also the point person regarding fuel ordering and pricing. Worked directly with multiple suppliers to get the best prices, therefore maximizing profits. I have become very proficient in organization and prioritizing so that all entities are managed efficiently.

Officer Manager | Podtburg Farms LLC | May 2007 – April 2019

Independently managed all financials for three different family-owned companies.

In care of workers compensation, crop/fuel contracting, and fleet/equipment records management. Complete quarterly financials for all three companies, working regularly with banks and accountants. Daily managed three companies with three different sets of deadlines helping retain an excellent reputation in the agriculture industry. Keep track of all necessary records and information; complete all necessary bookkeeping and financial tasks within the company such as Accounts Receivable, Accounts Payable (AR, AP) and payroll. Created a records management spreadsheets for feedlot company reorganization and within a few weeks, records were updated and maintained without the help of the software program that had previously been used.

Education

Economics Major - University of Northern Colorado (Greeley, CO)
Early Elementary Education Major – Pacific University (Forest Grove, OR)

Technical Skills

QuickBooks | John Deere Apex | Turnkey | Microsoft Office