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*I am a team- first oriented individual who prizes working with high achievers. I have a deep understanding of and experience in the purchasing process, accounting/finance, commercial and residential construction, records management, contract management, purchasing, and inventory control.*

## **WORK EXPERIENCE**

**Town of Lyons, Building Department & Planning / Public Works and Utilities**  
**03/2022 to 12/2025**  
**Lyons, Colorado**

**Office Administrator, Utility & Permit Technician, Building Department / Public Works, (FTE)**

- Support the Director of Utilities / Building Department and the Director of Public Works on office administration, including but not limited to purchasing and government auction of office equipment, vehicle, and equipment disposal.
- Create and Issue permits in all forms (Commercial and Residential building, Utility Right of Way, etc.) for the Town.
- Monitor, process and issue Contractor Licenses (CL) and advise and update on current Certificate of Insurance (COI) for contractors.
- Create, Update and issue Business Licenses (BL) for the Town working with multiple County and State agencies.
- Work with Town Planning on Site Reviews for new development (commercial and residential).
- Serve as Safety Coordinator for the Town, applying best practices for lowest insurance premiums through our insurer CIRSA (Colorado Intergovernmental Risk Sharing Agency).
- Act as lead on ad hoc projects such as the Environmental Protection Agency (EPA) lead pipe legacy identification and removal program for the Town.
- Work conjunctively with the Director of Utilities / Planning / Building Department on RFP's ( Request for Proposal) for both Build Service (third party inspection and plan review services) and a program for Engineer, Procure Construct, Own and Maintain Solar Generation and Storage for the Town by a third party contractor.

**City and County of Denver, Parks and Recreation/ Natural Resources/ Park Rangers**  
**11/2015-02/2022**  
**Denver, Colorado US**

**Administrative Support Assistant (ASA IV) Full Time (FTE)**

- Support both the Administrator II (Park Rangers) and the Director of Natural Resources on administrative, budgeting operational and logistical matters—both daily and ad hoc.
- Actively engage in budget management, analysis, and support.
- Manage P (Personal) and S (Shared) Cards for the team, providing reconciliation for Finance and Accounting at the department level.
- Utilize data mining and market research to identify best value procurement for products or services.

- Create PO's for purchasing from vendors with best value-- through RFP to Contract Close-Out. Provide 3-Way Matching for vendor payment as necessary.
- Create dashboards for effective and proactive monitoring and measurement of business activities.
- Maintain accurate records for vehicle maintenance, purchasing, credit card and budgeting for audit purposes.
- Manage office supply inventory and ordering process.
- Other duties of a general or specialized nature as assigned.

**Boulder County Department of Housing and Human Services**  
**Finance and Operations Division**  
**10/2010 - 06/2015**  
**Boulder, Colorado US**

**Accounting Clerk II (Temp)**

Initially served as a team member working on the integration of Microsoft Dynamics Great Plains with SunGard IFAS ERP cloud-based Finance and Accounting system for DHHS. My role was to provide an exacting review and analysis of IFAS and GP reports and where variances occurred between accounts and subaccounts—decisive action for reconciliation working with the Information Technology (IT) group. Moved to full-charge A/P for the team providing payment to vendors,

Other daily activities and responsibilities include, but were not limited to:

- Concisely and accurately processed A/P for employee/ pool car mileage reimbursement, vendor/ contractor payments and invoices to be paid as required to other County agencies such as Workforce Boulder County and Boulder County Treasurer.
- Incisively provided foresight--combined with data collection-- for department budgets and roll-up to DHHS total budget forecast.
- Performed daily full charge A/P and A/R utilizing both legacy accounting system and the new accounting software.
- Prepared exhibits (document assembly) for outside auditors. Other ad hoc projects as they arose.
- Daily use of Xcel for V-Look Ups; spreadsheet construction; Daily use of Outlook and Word on an ad hoc basis.

**Roofing Supply Group (Colorado)**  
**7/2005 – 09/2010**  
**Denver, Colorado US**

**Operations/Purchasing Manager**

Responsible for all project deliveries and manufacturer's deliveries for the company. Coordinated and scheduled crews, fleet and crane usage as required by job. Controlled the entire purchasing process which included, but was not limited to, negotiating pricing and volume discounts for high volume customers resulting in off market/below market pricing through firm-fixed price contracts for product with manufacturers such as Owens Corning, Johns-Manville, and GAF Corporation.

Other daily activities and responsibilities included, but were not limited to:

- Actively processed customer orders and managed the delivery process through close communication via telephone, facsimile, email and text with our customers and their agents.
- Was responsible for the entire inventory and warehouse process including cycle counts, quarterly inventories by outside auditors, and warehouse configuration.

- Supervised, trained and coached up to 24 employees at any one time depending upon the economic climate.
- Consistently inventory shrinkage at or below .01 utilizing a Just in Time (JIT) approach even in high volume periods.
- Subject Matter Expert (SME) on all safety and HAZMAT concerns.
- Hands on experience conducting, maintaining and tracking hard assets and maintaining an accurate property accounting & reporting system for semi's, vans, trailers and forklifts as well as office equipment (computers, printers and copiers).
- Experience in processing property information; records and classifying transactions.
- Verified the accuracy and completeness of property information and supporting documents and utilized databases for tracking and recording purposes.

### **EDUCATION**

**University of Oregon, Robert Clark Honors  
College  
Eugene, Oregon US**

**BA - Major: Political Science  
Minor: Economics**

### **CERTIFICATIONS**

- **LEAN Process Black Belt-** PEAK Academy, City and County of Denver. 07/2016
- **LEAN Process Green Belt-** PEAK Academy, City and County of Denver. 11/2015