

ACCOMPLISHMENTS AND QUALIFICATIONS:

- Over 18 years' professional experience in bookkeeping and accounting processes
- Proficient in MS Office Suite, QuickBooks, Excel, Appfolio and other large databases
- Prepare monthly and yearly financial packets for multiple owners and businesses
- Entrepreneur who opened and operated a small business which included balancing budgets & tracking inventory, monthly sales tax, payroll and cash flows
- Experience managing and supervising employees, interns and volunteers

PROFESSIONAL EXPERIENCE:

Dean Callan & Co. Property Management

June 2020 - Present

- **Property Management Accountant** - Manage ACH and check deposits, handle money transfers and owner payments, audit and back charge tenant for utilities and other bills. Annual tax preparation. Prepare and submit 1096 and 1099 forms. Prepare, review, and process journal entries, reconcile accounts, maintain multiple general ledgers accurately, and prepare monthly and year-end financial packets and reports for over 30 individual business accounts. Enter AP and AR, estimate budgets and calculate and review cash flows in cash and accrual-based accounting.

Non-Trad Consulting Group, LLC

Dec 2017 – Present

- **Account Manager** – Bookkeeper, monthly and year-end back reconciliations, journal entries and general ledger review, prepare and distribute 1099's and yearly financial packets for CPA. Website Management and updates. My current work schedule is quarterly on weekends.

Hodgden Oil Company and Hodgden Alaska LLC

Aug 2016 – Present

- **Account Manager** – Bookkeeper for two family-owned oil companies, process payments, reconcile accounts, update general ledgers and journal entries, send annual owner royalty checks, distribute K1's, prepare financial packets for CPA. My current work schedule is quarterly on weekends.

Outdoor Lab Foundation (5013C)

Mar 2019 – Jun 2021

- **Administrative Coordinator** – Oversee all financials through QB online, update and manage multiple donor databases, handle all office administration, phone calls, supplies, sales, etc. Help set up and run foundation events and manage all donor stewardship.

City of Arvada

2013 – 2017

- **Communications Specialist** (in Training) – June to September 2017
- **Animal Management Officer** – Respond to calls and patrol the city to enforce animal control ordinances and related laws, rules and regulations. Handle and investigate animal questions, complaints and bites. Promote public safety and education on proper pet ownership, licensing, disputes and wildlife encounters.
- **Police Service Technician** – Parking enforcement for Olde Town timed areas; monitor handicap spaces, fire lanes and abandoned vehicles throughout city, tow and impound vehicles when applicable and handle parking complaints for citizens.

Twice As Nice Kids LLC - Small Business Owner

2006 – 2013

- **Owner & Operator** – Founded, opened and operated a successful children's resale store in Arvada. Responsible for every facet of the business including marketing, office management, accounting, human resources, training, customer service, QuickBooks financials, bank reconciliation, payroll, sales tax and inventory control.

Denver Downtown Aquarium

2000 – 2006

- **Senior Biologist** – Attended Veterinary meetings and assist with physicals, procedures and euthanizations. Supervise volunteers and interns, train and supervise assistant staff members. Office Management. Other responsibilities: Updated and maintained census log for entire 10,000+ animal collection.

EDUCATION:

Metropolitan State College - Denver, Colorado

- Bachelor Degree of Science in Biology with a minor in Geology, December 2000

Front Range Community College - Boulder, Colorado

- Associate Degree of Science in Biology, May 1997

RELEVANT EXPERIENCE:

- Licensed Gaming Employee, Blackhawk, CO. Money handling and bank reconciliation.
- Boy Scouts of America, Pack Treasurer – Reconcile accounts, manage popcorn sales
- Downtown Aquarium Volunteer, 2010-2019. Tank maintenance and Aquarist duties