

Sara Lichnovsky

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EDUCATION

The University of Phoenix

Boulder, CO

Bachelor of Science in Business

April 2019 – Present

- Pursuing continuing education while working full-time; transitioned from associate to bachelor's degree
- **Cumulative GPA:** 3.3 / 4.0
- **Relevant Coursework:** principles of financial accounting, finance for business, intro to microeconomics / macroeconomics, statistics for management decision-making

WORK EXPERIENCE

Ground Water Pump Systems (Privately-owner Water Well Services)

Boulder, CO

Office Administrator, Accounts Payable, Accounts Receivable, Assist Operational Coordinator

Dec 2022 – Present

- Enter, process, verify daily paperwork associated with operations.
- Manage and maintain inventory levels for operations.
- Manage full cycle accounts payable including, receiving, processing, and verifying daily invoices.
- Distribute payments to vendors, monitor new material opportunities and resolve discrepancies in purchase orders, and invoices.
- Enter payroll and manage/monitor technicians hours worked per week/month.
- Run reports for sales, discounts, revenue report, general journal entries.
- Coordinate and schedule services and repairs for residential clients including monthly/yearly services.
- File permitting with the State on operational and installments of equipment.

Templar Electric (family-owned electrical company with 16 locations)

Houston, TX

Senior Associate, Accounts Payable, Accounts Receivable, Consultant

June 2020 – Present

- Manage team of accounts payable specialists, responsible for overseeing funds
- Collaborating with senior management and operational leads to assist through 2021 audit
- Handle revenue reports for 16 location that produce 30-100 jobs a week.
- Managed full cycle accounts payable including, receiving, processing, and verifying daily invoices.
- Distribute payments to vendors, monitor new material opportunities and resolve discrepancies in purchase orders, and invoices.
- Research and identify discrepancies, make system corrections, provide documentation to builders, and collect unpaid balances.

Independent Cannabis Operations Consulting

California / Colorado

De Novo Location Design / Process Optimization Consulting

September 2019 – Present

- Provide consulting solutions for workflow, process, and throughput optimization
- Received awards in multiple states through Project Cannabis and Ghost Grow

Selected Project Experience

Example Project 1 (March-June 2021)

- Increased maximum facility output by 25% by instilling plant structure, new clean chemical balances, etc.
- Reduced total utilities expense by 13% by light/bulb usage, drip system and AC
- Advising on accounting, banking, legal, etc.

Example Project 2 (September-December 2020)

- Consulted on room architectural structure
- Formatted recipes for plant nutrient and grow cycles
- Conducted meeting with operational members for new processes and cultivation schedules

Project Cannabis (multi-site cannabis cultivator and distributor)

Los Angeles, CA

Distribution Accounting Specialist

September 2019 – March 2020

- Directed and supervised senior employees of operational to maintain workflow through all departments
- Processed transactions of distribution purchases and increase overall collections
- Closely collaborated with operation and accounting members to identify and quickly address problems
- Performed reconciliation related to revenue, expenses, cash and prepared adjustments.
- Distributed and logged daily cash operations, including petty cash, for day to day operation of all departments
- Created invoices for material orders and tracked payments

Wellness Earth Energy (boutique medicinal cannabis distributor)

Los Angeles, CA

Operations Manager

August 2015 – August 2019

- Managed team of 15-20 employees to maintain safe and effective working environments
- Maintained a knowledge base of the evolving products and worked with leadership to present key indicators of product growth.
- Processed inventory and paid vendors, correcting invoicing problems and delivery.

SKILLS & INTERESTS

- **Skills:** Proficient in Microsoft Office suite, Quickbooks, NetSuite, McCormick, ADP, Sage, Act!, Access Database
- **Interests:** Snowboarding, Hockey, Outdoor Explorer, Mechanical Projects