Sarah Shockley

Greeley, CO 80631 | +1 970 652 8559 | sarahshockley83bz8wm_b59@indeedemail.com

Professional Summary

· To obtain a career with stability, long term benefits, and growth possibilities.

· I am looking to broaden my work history and find a permanent career.

Willing to relocate to: Loveland, CO - Greeley, CO - Fort Collins, CO

Work Experience

Doordash Driver

DoorDash

October 2025 to Present

Delivers food from merchant to customer.

Accounts Payable Assistant

Fuzion Field Services | Greeley, CO

March 2025 to October 2025

Accounts Payable Specialist duties include:

Accounts Payable: Manage relationships with 80+ vendors, overseeing invoice accuracy, purchase order compliance, and product validation. Enters invoices and purchase orders into QuickBooks while ensuring accurate coding and compliance with policies. Verify vendor accounts by reconciling monthly statements and related transactions. Organizes invoices to appropriate purchase orders and vendors and posts for payments. Built relationships with vendors, addressing inquiries, and resolved payment issues. Maintain historical records by filing documents. Follows up on account to ensure credits have been received. Obtain necessary W-9's to set up and maintain vendor accounts. Assist the accounting team as needed with projects, filing, or data entry. Reconcile all company credit card and fuel accounts. Managing email and maintaining accurate records and databases.

Administrative Assistant

AGPROfessionals | Greeley, CO

August 2024 to January 2025

Accounts Receivable Specialist my job duties included:

Customer service - Addressing inquiries, resolving complaints, and providing information about services. Identifying customer needs and transferring to the appropriate party. Managed interactions via phone, email, or chat with professionalism and empathy. Maintained calendars.Screened calls

Accounts Receivable - Prepared and sent 100+ invoices per week to the customer accurately and on time. Monitored customer accounts for any past due invoices and followed up promptly with the owner of the company on the collection process for that account. Reconciled accounts, verifying that payments received match the invoices and resolving discrepancies. Colorado Customers only.

Accounts payable - Reviewing, verifying, and processing 10 cost of goods & overhead invoices daily and Enters all cost of goods, receipts, and credit card receipts into QuickBooks while ensuring accurate coding and compliance with policies. Handling outgoing check payments while adhering to vendor terms. Ensured that the general ledger aligned with accounts payable records and resolved discrepancies. Built relationships with vendors, addressing inquiries, and resolved payment issues. Ensured adherence to internal controls, audit requirements, and relevant regulations. Budgeting and forcasting.

Administrative - Organizing files, and handling correspondences. Managing email and maintaining accurate records and databases. Ordering and tracking office supplies. Incoming and outgoing mailings. Responsible for completion of projects.

Sent certified mailings and created standard operating procedures.

Account Manager/laborer

Go 2 Guys & Gals LLC. | Loveland, CO

August 2022 to July 2023

My responsibilities include but not limited to:

Customer service - Addressing inquiries, resolving complaints, and providing information about services. identifying customer needs and offering effective solutions. Managed interactions via phone, email, or chat with professionalism and empathy.

Accounts Receivable - Prepared and sent 5-6 invoices per week to the customer accurately and on time. Monitored customer accounts for any past due invoices and followed up promptly with the owner of the company on the collection process for that account. Reconciled accounts, verifying that payments received match the invoices and resolving discrepancies. Colorado Customers only.

Administrative - Organizing files, and handling correspondences. Managing email and maintaining accurate records and databases. Ordering and tracking office supplies.

Performed manual labor such as lifting, carrying, and assembling materials. Used tools safely and efficiently. Cleaned and organized work areas to ensure safety and efficiency. Assisted team members and followed instructions from the supervisor.

Bookkeeper/Office Manager

J.K. WELDING LLC | Ault, CO

January 2007 to May 2022

My responsibilities include but not limited to:

Accounts payable - Reviewing, verifying, and processing 15 invoices and receipts while ensuring accurate coding and compliance with policies. Handling all outgoing payments, including checks and credit card payments, while adhering to vendor terms. Ensured that the general ledger aligned with accounts payable records and resolved discrepancies. Built relationships with vendors, addressing inquiries, and resolved payment issues. Ensured adherence to internal controls, audit requirements, and relevant regulations. Budgeting and forcasting. Prepared Profit and Loss statements.

Accounts Receivable - Prepared and sent 1-2 invoice per week to the customer accurately and on time. Monitored customer accounts for any past due invoices and followed up promptly with the owner of the company on the collection process for that account. Reconciled accounts, verifying that payments received match the invoices and resolving discrepancies. Colorado Customers only.

Administrative - Organizing files, and handling correspondences. Managing email and maintaining accurate records and databases. Ordering and tracking office supplies.

Accounts Receivable Specialist

A1 Organics-Eaton | CO

August 2021 to January 2022

Accounts Receivable Specialist my job duties included:

Generate invoices for on account customers

Reconcile POS, Invoice and batch

Reconcile sales tax reports

Generates financial statements and reports detailing accounts receivable status

Process accounts and incoming payments

Analyze and assess the creditworthiness of accounts using external credit risk management tools/reports Complete responsibility for full A/R Reconciliation including posting of payments and final reconciliation to bank account

Fully automated the Accounts Receivable from manual paper process to electronic

Managed Online Billing Portals (IPP, Oracle, ARI, Open Invoice)

Verify discrepancies by and resolve clients' billing issues

Incoming/ Outgoing phone calls and recording daily log of calls

Documented daily collections activity

Filling

Facilitate payment of invoices due by sending bill reminders and contacting clients

Prepared bills, invoices and bank deposits reconcile accounts

Account Receivable Specialist

4Rivers Equipment | Greeley, CO

August 2020 to July 2021

Accounts Receivable Specialist my job duties included:

Generated financial statements and reports detailing accounts receivable status

Processed accounts and incoming payments

Analyzed and assessed the creditworthiness of accounts using external credit risk management tools/reports

Complete responsibility for full A/R Reconciliation including posting of payments and final reconciliation to bank account

Fully automated the Accounts Receivable from manual paper process to electronic

Managed Online Billing Portals (IPP, Oracle, ARI, Open Invoice)

Verify discrepancies by and resolve clients' billing issues

Incoming/ Outgoing phone calls and recording daily log of calls

Documented daily collections activity

Filling

Facilitate payment of invoices due by sending bill reminders and contacting clients

Prepared bills, invoices and bank deposits reconcile accounts

Credit and Collections Specialist

BIG R BRIDGE | Greeley, CO

June 2018 to January 2020

Accounts Receivable and Credit Collections, my job duties included:

Generated financial statements and reports detailing accounts receivable status

Processed accounts and incoming payments

Responsible for Managing Credit Limits and Credit Lines for all Accounts based on

DNB Credit reporting

Analyzed and assessed the creditworthiness of accounts using external credit risk management tools/reports

Complete responsibility for full A/R Reconciliation including posting of payments and final reconciliation bank account

Fully automated the Accounts Receivable / Credit Department from manual paper process to electronic

Customer Contract Review and Finalization

Managed Online Billing Portals (IPP, Oracle)

Verify discrepancies by and resolve clients' billing issues

Incoming/ Outgoing phone calls and recording daily log of calls

Documented daily collections activity

Filling

Facilitate payment of invoices due by sending bill reminders and contacting clients

Prepared bills, invoices and bank deposits

Administrative Specialist

City of Greeley | Greeley, CO

April 2016 to November 2016

Code Enforcement, my job duties included:

Incoming/outgoing phone calls and recording a daily log of all calls using

Microsoft excel

Generate reports from Microsoft Excel

Greeting customer, taking payments, filing documents

Managing supplies

Managing Outlook Calendars

Posting expenses and handling bank deposits

Accounting for Greeley Farmers Market

Managing vendors

Customer Service Representative

ASURIAN

May 2006 to January 2007

Asurion which is a company that provides cell phone insurance to companies such as

Verizon, andAT&T, ext. My job duties included:

Customer Service, answering incoming phone calls for customers, who had lost, broken, damaged or phones were stolen.

Handling all customer claims and replacement of customer cell phones.

Resolving customer complaints and follow up calls.

Apprentice

ELON SALON | Canton, GA

December 2004 to January 2006

Elon Salon is a professional hair salon. My job duties included:

Working under a hair stylist who would perform all haircutting and consultation services. I would provide shampooing, colouring, perming, blow drying, and styling services.

Introducing the clients with Elon 's line of hair care products to achieve the look they were going for.

Customer service was very important. Making sure clients were comfortable and well taken care of.• Assisting customers with personal and business accounts, and loans

Education

GED

Skills

Presentation preparation | Time management | Email management | Data sorting | Computer operation | IPP | Faxing | Spreadsheet filtering | Phone answering | File organization | Office supply ordering | Bank teller experience | Customer inquiry handling | GAAP | Data analysis skills | Customer service | Analysis skills | Filing | Windows | Dispatching | Maintaining an organized workspace | Basic math | Attention to detail | Microsoft Word | Financial software | Organizational skills | Jot Form | Microsoft Office | Sales Force | Records maintenance | Bigtime | Food service cleaning | Invoice processing | Mail processing | Bank experience | Photocopying | Zoom | Computer literacy | Confidential information handling | Financial analysis | Banking | Payment reconciliation | Accounting and finance experience | Phone call management | Google Workspace | Typing | Microsoft Teams | Live chat | QuickBooks | Oracle | Financial statement preparation | Appointment scheduling | Word | Spreadsheet formulas | DNB. | Organizational skills Excellent communication and interpersonal abilities Strong problem-solving and conflict-resolution skills Proficiency in CRM software and other customer service tools Ability to handle high-pressure situations with patience and professionalism A customer-focused mindset with attention to detail Communication skills Problem-solving and troubleshooting abilities. Effective communication and teamwork skills. | Spreadsheet design | Communication with kitchen staff | SharePoint | Phone communication | Visual Dynamics 365 | Restaurant experience | Task prioritization | Call center | Microsoft Excel | Salesforce | Technical Proficiency | Client interaction via phone calls | Outlook | Record keeping | Scanning | Cleaning | Avalara | Multitasking | Data entry | Spreadsheet charts | Financial services | Accounting systems

Certifications and Licenses

Driver's License